

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],
I am writing to express my interest in the [Job Title] position listed at [Where You Found the Job Posting]. With my background in [Your Field/Industry] and [Number] years of experience in [Specific Skills or Roles Relevant to the Job], I am excited about the opportunity to contribute to [Company's Name].

Throughout my career, I have demonstrated my ability to [Key Skill or Accomplishment Related to Job Description]. For example, at [Your Previous Job or Company], I successfully [Specific Achievement or Project that Relates to Job]. This experience honed my [Skill Related to Job], which I believe will be beneficial for the [Job Title] role at [Company's Name].

I am particularly drawn to this position at [Company's Name] because [Specific Reason Related to Company or Role]. I admire [Specific Aspect of Company Culture or Values] and feel my skills align well with your team's goals.

Enclosed is my resume, which provides additional details about my background. I look forward to the opportunity to discuss how my experience and vision align with the needs of [Company's Name]. Thank you for considering my application.

Sincerely,
[Your Name]