

[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 on [where you found the job posting]. With my background in [Your Field/Industry] and my skills in [relevant skills], I am confident in my ability to contribute effectively to your team at [Company's Name].

In my previous role at [Your Previous Company], I successfully [briefly describe a relevant achievement or responsibility]. This experience honed my abilities in [related skills or experiences relevant to the job description]. I am particularly drawn to this position at [Company's Name] because of [specific reason related to the company's values or mission].

I am enthusiastic about the opportunity to bring my unique talents to [Company's Name] and help achieve [specific goals related to the company]. Thank you for considering my application. I look forward to discussing how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,  
[Your Name]