

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company 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 Relevant Experience or Education], I am confident in my ability to contribute effectively to your team at [Company Name].

In my previous role at [Your Previous Company], I successfully [Briefly describe a relevant achievement or responsibility that aligns with the job requirements]. This experience has prepared me well for the challenges of [Job Title] at [Company Name].

I am particularly drawn to this position because [Explain why you are interested in the role and the company]. I admire [Company Name]'s commitment to [something notable about the company] and I am excited about the opportunity to contribute to [specific goals or projects of the company].

Attached is my resume for your review. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]