

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

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] at [Company Name]. With my background in [Your Field/Industry] and a strong commitment to [Specific Skill/Value Related to the Job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [Specific Achievement or Responsibility that Relates to the Job]. This experience has equipped me with [Relevant Skills or Knowledge], which I believe aligns well with the goals of [Company Name].

I am particularly drawn to this position because [Specific Reason Related to Company/Job]. I admire [Company's Goals/Values/Initiatives], and I am eager to bring my expertise in [Your Specialization] to help achieve [Company Objective].

I look forward to the possibility of discussing how my background, skills, and enthusiasms can contribute to the continued success and growth of [Company Name]. Thank you for considering my application.

Sincerely,  
[Your Name]