

[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 at [Company's Name] as advertised on [where you found the job posting]. With my background in [your field/industry] and [number] years of experience in [specific skills or relevant position], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience honed my skills in [specific skills] and taught me the value of [related professional attribute or lesson]. I am particularly drawn to this opportunity at [Company's Name] because [mention something specific about the company or its goals that resonates with you].

I am excited about the possibility of bringing my unique skills to [Company's Name] and collaborating with your talented team to [mention a relevant goal or project related to the company]. I look forward to the opportunity to further discuss how my background, skills, and enthusiasms align with the needs of your team.

Thank you for considering my application. I hope to discuss my application with you in more detail and explore how I can contribute to the ongoing success of [Company's Name].

Sincerely,
[Your Name]