

[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 a background in [your field/industry] and [number] years of experience in [specific skills or expertise related to the job], I am confident in my ability to contribute effectively to [Company Name].

In my previous role at [Your Last Company], I successfully [describe a relevant achievement or responsibility that aligns with the job description]. This experience allowed me to [mention a skill or quality that the job seeks], which I understand is crucial for the [Job Title] position.

I am particularly drawn to this opportunity at [Company Name] because [reason specific to the company or position], and I am excited about the possibility of joining a team that [something notable about the company culture or goals].

I am looking forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I hope to speak with you soon.

Sincerely,
[Your Name]