

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 [where you found the job listing]. With a strong background in [Your Field/Industry] and extensive experience in [specific skills or experiences related to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Most Recent Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [specific skills], which I believe align well with the requirements of the [Job Title] role.

I am particularly drawn to this position because [explain why you are interested in this role or company]. I admire [something specific about the company or its projects] and am eager to bring my expertise in [specific skill or area] to help advance your goals.

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

Sincerely,
[Your Name]