

[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]. With a background in [Your Field/Industry] and [number] years of experience at [Relevant Companies/Positions], I am confident in my ability to contribute to your team at [Company Name].

In my previous role at [Previous Company], I successfully [mention a relevant achievement or responsibility related to the job]. This experience has equipped me with a strong foundation in [specific skills or areas related to the job], which I believe aligns well with the goals of [Company Name].

I am particularly drawn to this position at [Company Name] because [reason why you're interested in the company or role]. I admire [mention any notable aspects of the company or projects they've worked on] and am excited about the opportunity to bring my unique skills in [specific skills] to your team.

Enclosed is my resume, which provides additional details about my qualifications. I look forward to the opportunity to discuss how I can contribute to [Company Name] and help achieve its goals. Thank you for considering my application.

Sincerely,
[Your Name]