

[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 listing]. With my [number] years of experience in [your field/industry] and a strong background in [specific skills or expertise], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility that relates to the job]. This experience equipped me with [skills or knowledge relevant to the new position]. I am particularly drawn to this role at [Company's Name] because [reason related to the company or position that excites you].

I am excited about the opportunity to bring my unique talents to [Company's Name] and contribute to [specific goals or values of the company]. I have attached my resume for your review, and I look forward to the opportunity to 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 candidacy further in an interview.

Sincerely,
[Your Name]