

[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 my background in [Your Field/Industry] and experience in [Relevant Experience or Skills], 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 that relates to the position you're applying for]. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values], and I believe my skills in [relevant skills] align well with your needs.

I am excited about the opportunity to bring my expertise in [specific area] to [Company's Name]. I look forward to the possibility of discussing how I can contribute to your team. Thank you for considering my application.

Sincerely,
[Your Name]