

[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 listed at [Where You Found the Job Posting]. With my background in [Your Field/Industry] and experience in [Relevant Skills/Experience], I believe I would be a valuable addition to your team.

I am particularly drawn to this role because [Brief Statement on Why You Want the Job or What Attracts You to the Company].

I have attached my resume for your review and would welcome the opportunity to discuss how my skills could contribute to [Company's Name].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]