

[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 listed at [Where You Found the Job Posting]. With my background in [Your Field/Industry] and my skills in [Relevant Skills], I am confident in my ability to contribute to [Company's Name] and help achieve its goals. In my previous role at [Your Previous Company], I [Briefly Describe a Relevant Experience or Achievement]. This experience honed my abilities to [Skill or Competence Related to the Job] and provided me with a deep understanding of [Related Topic].

I am particularly drawn to this position at [Company's Name] because [Reason Specific to the Company or Position]. I admire [Something Noteworthy About the Company] and believe that my background in [Your Relevant Experience] aligns well with your needs.

I am excited about the opportunity to bring my expertise in [Your Skills/Experience] to your team. Thank you for considering my application. I look forward to the possibility of discussing my application in further detail.

Sincerely,  
[Your Name]