

[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 [Company's Name] as advertised on [Where You Found the Job Listing]. With my background in [Your Field/Industry] and experience in [Relevant Skills/Experience], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [Describe a relevant achievement or responsibility], which resulted in [Quantifiable Outcome or Impact]. This experience honed my skills in [Specific Skills Relevant to the Job], and I am eager to bring this expertise to your organization.

I am particularly drawn to this position at [Company's Name] because [Reason Why You Want to Work There]. I admire [Specific Company Value/Goal] and am excited about the opportunity to contribute to such initiatives.

Enclosed is my resume, which provides additional details about my qualifications. I am looking 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 application further in an interview. I can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]