

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to express my interest in the [Job Title] position that was recently advertised on [where you found the job listing]. With my background in [Your Field/Expertise] and my experience in [relevant experience], I am excited about the opportunity to contribute to your team at [Company Name].

[Include a brief paragraph highlighting your qualifications, skills, and relevant experience related to the job.]

I am particularly drawn to [Company Name] because [mention something specific about the company or its values that resonates with you]. I believe that my skills in [specific skills] will allow me to make a valuable contribution to your team.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background and enthusiasms align with the goals of [Company Name]. Please feel free to contact me at [your phone number] or [your email address] to schedule a conversation.

Warmest regards,

[Your Name]