

[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 am writing to express my interest in the [Job Title] position listed on [where you found the job posting]. With my background in [Your Field/Experience] and a strong skill set that includes [relevant skills], I am confident in my ability to contribute effectively to your team. I have [briefly mention your relevant experience or qualifications]. I am particularly drawn to this position because [mention what interests you about the job or company].

I look forward to the opportunity to discuss how my experience and skills align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]