

[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 at [Company Name] as advertised on [where you found the job posting]. With my background in [Your Field/Industry] and my experience in [relevant experience], I believe I am a great fit for this role.

Throughout my career, I have demonstrated my ability to [mention relevant skills or experiences that relate to the job description]. I am particularly drawn to this position at [Company Name] because [reason for interest in the company or role].

I have attached my resume for your review. I look forward to the opportunity to discuss how I can contribute to your team. Thank you for considering my application.

Sincerely,
[Your Name]