

[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 on [where you found the job posting]. With my background in [Your Relevant Experience/Field], I am excited about the opportunity to contribute to [Company's Name].

Throughout my career, I have developed strong skills in [mention specific skills relevant to the job]. My experience at [Previous Company Name/Position] involved [briefly describe relevant experience or achievement], which has prepared me well for the challenges and responsibilities of this role.

I am particularly drawn to this position because [mention something specific about the company or role that interests you]. I am confident that my skills in [specific skills related to the job] would be an asset to your team.

I have attached my resume for your review. I look forward to the opportunity to discuss how my experience and skills will benefit [Company's Name]. Thank you for considering my application.

Sincerely,
[Your Name]