

[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 at [Company's Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and experience in [relevant experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility]. This experience has equipped me with [mention any skills or knowledge pertinent to the job].

I am excited about the opportunity to bring my unique talents to [Company's Name] and help achieve [specific company goals or projects]. I am particularly impressed by [something specific about the company or its culture] and would love to be a part of such an innovative team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of [Company's Name]. I am available at your earliest convenience for an interview and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]