

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 at [Where You Found the Job Posting] on [Date]. With my background in [Your Field/Area of Expertise] and a proven record of [Relevant Achievements or Experience], I am confident in my ability to contribute effectively to your team at [Company's Name].

In my previous role at [Your Previous Company], I successfully [Highlight a Key Achievement or Responsibility Relevant to the Job]. This experience honed my skills in [Relevant Skills], and equipped me with the necessary tools to [Explain How You Can Benefit the Company].

I am particularly drawn to this position at [Company's Name] because [Explain Why You're Interested in the Company or Position]. I admire [Mention Something Specific About the Company], and I am eager to bring my expertise in [Your Expertise] to your team.

Enclosed is my resume, which provides further details about my professional journey. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Sincerely,

[Your Name]

[Attachment: Resume]