

[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 at [Company's Name]. With my background in [Your Field/Industry] and [Number] years of experience, I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [describe relevant experience or accomplishments]. This experience has equipped me with the [mention specific skills relevant to the job] necessary to succeed at [Company's Name].

I am particularly drawn to this opportunity at [Company's Name] because [mention reason related to the company or position]. I admire [Company's specific value, project, mission, etc.], and I am eager to bring my expertise in [mention relevant skills] to your organization.

I would welcome the chance to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,

[Your Name]

[Attachment: Resume]