

[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 at [Company's Name] as advertised [where you found the job listing]. With my background in [your field/industry] and my experience in [specific skills or experiences related to the job], I am confident in my ability to contribute effectively to your team.

[In this paragraph, expand on your relevant experience, skills, and accomplishments that make you a strong candidate for the position.]

I am particularly drawn to this position at [Company's Name] because [mention any specific reasons related to the company or its goals]. I believe that my skills in [relevant skills] will enable me to [explain how you can help the company or fulfill the job responsibilities].

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email address].

Sincerely,

[Your Name]

[Attachment: Resume]