

[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 a background in [Your Field/Industry] and [number] years of experience in [relevant skills or expertise], I believe I am a strong candidate for this role.

[Briefly explain why you are suitable for the position and how your experience aligns with the company's goals.]

I have attached my resume for your review. I look forward to the opportunity to discuss my application further.

Thank you for considering my application.

Sincerely,  
[Your Name]