

[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 [specific skills or experiences relevant to the job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that relates to the job]. This experience allowed me to develop [specific skills or knowledge] that I believe align well with the needs of your team.

I am particularly drawn to this position at [Company's Name] because [mention specific reasons related to the company's values, projects, or culture]. I am excited about the opportunity to bring my expertise in [specific area] to help [Company's Name] achieve its goals.

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

Sincerely,  
[Your Name]