

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [where you found the job listing]. With a background in [your field/experience] and a proven record of [your relevant skills or achievements], I am excited about the opportunity to contribute to your team.

I have attached my resume for your review and 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 hearing from you.

Sincerely,
[Your Name]