

[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 enthusiasm for the [Job Title] position at [Company's Name] as advertised on [where you found the job posting]. With my background in [your field/industry] and a passion for [specific aspect related to the job/industry], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that aligns with the job description], which honed my skills in [relevant skills]. I am particularly drawn to this position at [Company's Name] because [mention specific reasons related to the company or its projects that excite you]. I am committed to delivering high-quality work and I thrive in collaborative environments. I believe that my skills in [relevant skills] and my dedication to [specific value related to the company or its mission] would make me a valuable asset to your team.

I would love the opportunity to further discuss how my experience and vision align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Warm regards,  
[Your Name]