

[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 on [where you found the job listing]. With my [number] years of experience in [your field or specific skills related 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 aligns with the job description]. This experience honed my skills in [mention specific skills or technologies relevant to the position]. I am particularly drawn to this opportunity at [Company's Name] because [mention something specific about the company or its projects that you find appealing].

I am eager to bring my background in [your area of expertise] to [Company's Name] and help drive [mention a relevant goal or value of the company]. I would appreciate the opportunity to discuss how my experience and skills align with the goals of your team.

Thank you for considering my application. I look forward to the possibility of discussing my application with you further.

Sincerely,  
[Your Name]