

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 [number] years of experience in [relevant field/industry] and a proven track record of [specific relevant achievements or skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant job responsibility or achievement]. This experience has equipped me with a deep understanding of [specific skills or knowledge], which I believe aligns perfectly with the requirements of the [Job Title] position at [Company Name].

I am particularly drawn to this opportunity because [reason why the job/company appeals to you]. I am eager to bring my background in [specific experience or skill] to [Company Name] and support your goals of [specific company goals or objectives].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences can contribute to the success of [Company Name]. I am available for an interview at your earliest convenience.

Sincerely,
[Your Name]