

[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 posting]. With my background in [your field/industry] and a proven track record of [relevant skill or achievement], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [describe a relevant responsibility or project], which resulted in [quantifiable outcome or achievement]. I possess strong skills in [specific skills relevant to the job] and have experience with [tools or technologies relevant to the job].

Additionally, I have always been committed to [mention any relevant soft skills or values], which I believe aligns perfectly with [Company's Name]'s mission and values. I am particularly drawn to this position because [specific reason related to the company or role].

I am eager to bring my expertise in [specific skills] to [Company's Name] and am excited about the opportunity to collaborate with such a talented team. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,
[Your Name]