

[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 posting]. With my background in [Your Field/Industry] and a proven track record in [relevant experience or skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific accomplishment or responsibility relevant to the job]. This experience has equipped me with [specific skills or knowledge related to the job], which I believe will be beneficial in fulfilling the responsibilities of the [Job Title] position at [Company Name].

I am particularly drawn to this opportunity at [Company Name] because [specific reason related to the company or position]. I admire [mention any known aspect of the company], and I am excited about the possibility of [contributing to/being a part of the team that achieves a specific goal].

Enclosed is my resume for your review. I look forward to the opportunity to further discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]