

[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 background in [Your Relevant Experience/Field] and a strong commitment to [Something Relevant to the Job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [Describe a Key Responsibility or Achievement that Relates to the Job]. This experience honed my skills in [Specific Skills Related to Job], and I am eager to bring this knowledge to [Company's Name]. I am particularly drawn to this position because [Mention Something Specific About the Company or Job That Appeals to You].

I am impressed by [Something Notable About the Company or Its Goals], and I believe my [Specific Skills or Traits] align well with the needs of your team. I am confident that my ability to [Relevant Skill or Experience] will enable me to make a significant contribution to [Company's Name].

I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name] and am eager to provide further information during a personal interview.

Sincerely,
[Your Name]