

[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 listing]. With my background in [your field/industry] and relevant experience in [specific skills or experiences related to the job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully [mention a relevant achievement or responsibility that aligns with the job]. This experience has equipped me with [mention any skills or competencies that are pertinent to the job description]. I am particularly drawn to this position at [Company Name] because [mention something specific about the company or team that excites you].

I believe my skills in [relevant skills] will be an asset to your team. I am eager to bring my expertise in [specific area] to [Company Name] and help achieve [mention any goals or values of the company that resonate with you].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. I am excited about the possibility of contributing to [Company Name] and am hopeful for a chance to speak with you soon.

Warmest regards,
[Your Name]