

[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 experience in [specific skills/experiences 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 [mention a relevant achievement or responsibility]. This experience has equipped me with [mention skills or knowledge relevant to the job]. I am particularly drawn to this position at [Company Name] because [reason specific to the company or role].

I have attached my resume for your review. I would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,
[Your Name]