

[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 listing]. With my background in [Your Field/Industry] and a proven track record in [specific skills or experience related 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 relevant accomplishment or responsibility]. This experience honed my skills in [mention specific skills relevant to the job] and [another relevant skill or quality], which I believe aligns well with the requirements of the [Job Title] position at [Company's Name].

I am particularly drawn to this role because [mention something specific about the company or role that attracts you]. I am eager to bring my expertise in [mention relevant skills or experiences] to help [Company's Name] achieve [specific goal or value related to the company].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the continued success of [Company's Name]. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email address].

Sincerely,  
[Your Name]