

[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 Posting]. With my background in [Your Industry/Field] and my passion for [Relevant Passion/Skill], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [Specific Achievement or Responsibility], which resulted in [Outcome or Impact]. This experience honed my skills in [Related Skills] and provided me the opportunity to [Another Relevant Experience or Achievement].

I am particularly drawn to [Company's Name] because of [Specific Reason related to the Company or its Projects]. I appreciate your commitment to [Company Value or Mission], and I am excited about the opportunity to bring my expertise in [Your Skills or Experience] to your esteemed organization.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of [Company's Name] in more detail.

Sincerely,
[Your Name]