

[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 listed at [Where You Found the Job Posting]. With a background in [Your Field/Industry] and [X years] of experience in [Relevant Skills or Job Functions], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that aligns with the job description], which resulted in [quantifiable outcome]. I am particularly drawn to this position because [mention what excites you about the job or company].

I am confident that my skills in [mention core skills relevant to the job] will make me a valuable asset to your team. I am eager to bring my background in [mention any specific areas of expertise] to [Company's Name] and help [mention a goal or expectations of the company].

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and vision align with the goals of [Company's Name].

Sincerely,
[Your Name]