

[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 [where you found the job listing]. With my background in [Your Field/Industry] and proven experience in [specific skills or achievements 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 [describe a relevant achievement or responsibility]. This experience honed my skills in [mention relevant skills] and deepened my passion for [related interest or goal aligned with the company's mission].

I am particularly drawn to [Company's Name] because of [something specific about the company that resonates with you], and I believe my expertise in [specific area] will allow me to contribute effectively to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. I am eager to potentially contribute to [specific project or initiative relevant to the company].

Warm regards,

[Your Name]