

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 [where you found the job posting]. With my background in [Your Field/Expertise] and [X years] of experience in [Relevant Experience], I am confident in my ability to contribute effectively 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 [specific skills or knowledge relevant to the job], which I am eager to bring to [Company Name].

I am particularly drawn to this position because [mention something specific about the company or role that excites you]. I believe my skills in [mention relevant skills] align closely with the needs of your team, and I am excited about the opportunity to [mention how you can help the company].

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 Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a meeting.

Sincerely,
[Your Name]