

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed on [where you found the job posting] at [Company/Organization Name]. With my background in [Your Field/Industry] and proven skills in [specific skills 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 [briefly describe a relevant achievement or task that relates to the position], which resulted in [specific outcome]. I am particularly drawn to this position at [Company/Organization Name] because [briefly describe what attracts you to the company or position].

I am confident that my [mention a couple of relevant skills or experiences] would be an asset to your team. I look forward to the opportunity to discuss my application further and explore how I can contribute to the continued success of [Company/Organization Name].

Thank you for considering my application. I hope to speak with you soon.

Sincerely,

[Your Name]