

[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 on [Where You Found the Job Posting]. With my background in [Your Field/Area of Expertise] and my passion for [relevant skills or the company's mission], 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 [specific skills related to the job], which I believe align well with the requirements of the [Job Title] position.

I am particularly drawn to [Company Name] because [mention something specific about the company that appeals to you]. I am eager to bring my expertise in [mention skills or experiences relevant to the job] to contribute to your team's success.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team.

Sincerely,  
[Your Name]