

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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/Area of Expertise] and a strong commitment to [related skill or value], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility], which resulted in [describe the impact of your contribution]. My experience has equipped me with a strong skill set that includes [list a few relevant skills or experiences].

I am particularly drawn to this position at [Company's Name] due to [mention what attracts you to the company or role, such as values, projects, or culture]. I am eager to bring my expertise in [specific area] to help [Company's Name] achieve [mention company goals or projects].

Enclosed is my resume for your review. I look forward to the opportunity to discuss how I can be an integral part of your team. Thank you for considering my application.

Sincerely,
[Your Name]