

[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 on [where you found the job listing]. With a background in [Your Field/Industry] and [X years] of experience in [specific relevant skills or industries], I am confident in my ability to contribute effectively to your team.

During my time at [Previous Company Name], I successfully [mention a relevant achievement or responsibility that aligns with the job]. My skills in [specific skills related to the job] have equipped me to thrive in [mention relevant situations or environments].

I am excited about the opportunity to work with [Company's Name] and contribute to [specific goals or projects related to the company]. Thank you for considering my application. I look forward to the possibility of discussing how I can add value to your team.

Sincerely,

[Your Name]

[Attachment: Resume]