

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

Dear [Hiring Manager's Name],

I am writing to apply for the [Job Title] position at [Company Name] as advertised on [where you found the job listing]. With my background in [your field/industry] and [number] years of experience in [specific skills or experience relevant to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company Name], I successfully [mention a relevant achievement or responsibility that demonstrates your skills and experience]. This experience has equipped me with a strong foundation in [mention relevant skills or areas of expertise], making me a valuable addition to your team.

I am particularly drawn to this position at [Company Name] because [mention something specific about the company or role that interests you]. I admire [company values, projects, or achievements], and I believe my passion for [related field or industry] aligns with the goals of your organization.

I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the continued success of [Company Name]. Thank you for considering my application. I hope to hear from you soon to schedule an interview.

Sincerely,

[Your Name]

[Attachment: Resume]