

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 listed at [Where You Found the Job Posting] on [Date]. With my background in [Your Field/Industry] and [Number] years of experience in [Relevant Skills/Responsibilities], I am confident in my ability to contribute effectively to your team at [Company's Name].

In my previous role at [Your Previous Company Name], I successfully [mention a relevant achievement or responsibility that relates to the job you are applying for]. This experience honed my skills in [specific skills related to the job], which I believe will be beneficial in the [Job Title] position.

I admire [Company's Name] for [something specific about the company or its mission/values] and I am excited about the opportunity to bring my unique talents to your team. I am particularly drawn to this position because [mention why you want this job and how it aligns with your career goals].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of [Company's Name]. I am eager to provide [how you can contribute to the company/role].

Sincerely,  
[Your Name]