

[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 at [Company's Name] as advertised [where you found the job listing]. I am a [your educational background or relevant experience] and am eager to apply my skills in a dynamic team environment.

In my previous role at [Your Previous Company], I [describe a relevant experience or responsibility that relates to the job]. This experience taught me [what you learned or how it prepared you for the new job].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its mission that appeals to you]. I am excited about the opportunity to contribute [mention a skill or quality that would benefit the company].

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,
[Your Name]