

[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 posting]. With a background in [Your Field/Industry] and [number] years of experience in [specific skill or area], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that relates to the job]. This experience honed my [specific skill] and equipped me with the necessary skills to excel in the [Job Title] position. I am particularly drawn to this role at [Company's Name] because [mention something specific about the company or position that appeals to you].

I am eager to bring my expertise in [specific skills or experiences relevant to the job] to [Company's Name]. I believe that my strong work ethic and dedication to [specific values or goals] align well with your team's objectives.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences can contribute to the success of [Company's Name]. I hope to speak with you soon.

Sincerely,
[Your Name]