

[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 [Company's Name]. With my background in [Your Field/Industry] and skills in [Relevant Skills], I believe I would be a valuable addition to your team.

In my previous role at [Your Last Company], I successfully [Briefly Describe an Achievement or Responsibility Relevant to the Job]. My experience has equipped me with the ability to [Mention Relevant Skills Related to the Job Description].

I am particularly drawn to this position at [Company's Name] because [Mention Specific Reason Related to the Company or Position]. I admire [Company's Values/Goals/Projects] and I am excited about the opportunity to contribute to [What You Hope to Achieve in the Role].

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further. I am available at your convenience for an interview.

Sincerely,  
[Your Name]