

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised [where you found the job posting]. With my background in [Your Field/Expertise] and [Number] years of experience in [Relevant Experience], I am confident in my ability to contribute effectively to your team.

I am particularly drawn to [Company Name] because [specific reason related to the company or position]. I believe my skills in [mention any relevant skills] would be a valuable addition to your organization.

I have attached my resume for your review and would appreciate the opportunity to discuss how I can be an asset to your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]