

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

Dear [Hiring Manager's Name],
I am writing to express my interest in the [Job Title] position at [Company Name], as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Area of Expertise] and my passion for [Relevant Passion/Interest], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [relevant skills], which I believe align well with the requirements of the [Job Title] position.

I am particularly drawn to this opportunity at [Company Name] because [briefly explain why you are interested in the company or role]. I am confident that my skills in [mention specific skills related to the job] will enable me to make a meaningful contribution to your team.

Enclosed is my resume that provides further details about my professional journey. I look forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application.

Sincerely,
[Your Name]