

[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/Industry] and my skills in [Specific Skills Related to the Job], I am confident in my ability 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 abilities in [Skill Related to the Job] and gave me a solid foundation in [Related Topic or Area]. I am particularly drawn to [Company Name] because of [Reason related to company values, projects, or reputation]. I am excited about the opportunity to bring my expertise in [Specific Skill/Knowledge] to [Company Name] and collaborate with your team on [Project/Initiative Related to the Job]. I believe my proactive approach and strong work ethic would make me a valuable asset to your organization.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a conversation.

Sincerely,
[Your Name]