

[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 [where you found the job listing]. With my background in [Your Field/Industry] and [specific experience or skills related to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [briefly describe a relevant achievement or responsibility]. This experience has equipped me with a strong understanding of [mention relevant skills or knowledge]. I am particularly drawn to this position at [Company Name] because [mention why you are interested in the company or role].

I have attached my resume for your review. I welcome the opportunity to discuss how my skills and experiences align with the goals of [Company Name]. Thank you for considering my application.

Sincerely,  
[Your Name]