

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 [Where You Found the Job Posting] for [Company's Name]. With my background in [Your Field/Industry] and my skills in [Relevant Skills], I am confident that I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [Briefly Describe a Relevant Achievement or Responsibility]. This experience honed my abilities in [Related Skills or Experience], and I am excited about the opportunity to bring my expertise to [Company's Name].

I am particularly drawn to this position because [Reason Specific to the Company or Position that Excites You]. I believe my [Specific Trait or Skill] aligns well with your team's mission and goals.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further. I can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]