

[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 a background in [Your Field or Industry] and [number] years of experience specializing in [specific skills or areas relevant to the JP position], 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 that demonstrates your qualifications]. This experience has equipped me with a solid understanding of [relevant skills or knowledge related to the position]. I am particularly drawn to this position at [Company Name] because [explain why you are interested in the company or position, mentioning specific values or projects]. I admire [anything notable about the company], and I believe my skills in [list relevant skills] align well with your goals.

Enclosed is my resume that further details my qualifications. I look forward to the opportunity to discuss how I can contribute to [Company Name] as part of your team. Thank you for considering my application.

Sincerely,  
[Your Name]