

[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 listing]. With my background in [Your Field/Industry] and a strong skill set in [relevant skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that relates to the new job]. This experience has equipped me with [specific skills or experiences relevant to the job], making me a suitable candidate for this position.

I am particularly drawn to [Company Name] because of [something you admire about the company or its projects]. I believe my values align with those of [Company Name], and I am eager to bring my [specific qualities or skills] to your organization.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the success of your team. I am available at your earliest convenience for an interview.

Sincerely,  
[Your Name]