

[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 proven skills in [mention relevant skills or experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a specific achievement or responsibility that relates to the job]. This experience honed my abilities in [relevant skills] and has prepared me well for the challenges of this position.

I am particularly drawn to this opportunity at [Company Name] because [mention something specific about the company or role that attracts you]. I believe my [mention relevant traits or skills] would add significant value to your team.

I am looking forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of [Company Name]. Thank you for considering my application. I hope to speak with you soon.

Sincerely,
[Your Name]