

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 listed at [Company Name]. I believe that my skills and experience make me an ideal candidate for this role.

In my previous role at [Previous Company Name], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with [specific skills or knowledge relevant to the job].

I am particularly drawn to this position at [Company Name] because [explain why you are interested in the company or role]. I admire [Company's notable aspect or value], and I am excited about the opportunity to contribute to your team.

I am confident that my background and enthusiasm will positively impact [Company Name]. I look forward to the possibility of discussing my application further. Thank you for considering my application.

Sincerely,  
[Your Name]