

[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 posting]. With my background in [your field/industry] and my experience in [specific skills or experiences relevant to the job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [specific skills], which aligns well with the requirements for this position.

I am particularly drawn to [Company Name] because [reason related to the company or its values/goals]. I am eager to bring my expertise in [mention relevant skills/experience] to contribute to your team's success.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. I hope to hear from you soon to schedule an interview.

Sincerely,  
[Your Name]