

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised [where you found the job posting]. With a strong enthusiasm for [related field/industry] and a recent [degree or experience], I am eager to contribute to your team.

During my time at [Your University or Previous Job], I [mention relevant experience or skills]. I am particularly drawn to this position because [specific reason related to the company or role]. I believe that my background in [specific skills or experiences] makes me a suitable candidate for this role.

I am excited about the opportunity to join [Company's Name] and contribute to [specific project, goal, or value of the company]. I am looking forward to the possibility of discussing my application in more detail and learning more about the team.

Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Sincerely,
[Your Name]