

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 listed at [Company's Name]. With a background in [Your Field/Industry] and [Number] years of experience in [Relevant Skills or Positions], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Last Company], I [Describe a relevant achievement or responsibility that highlights your skills]. This experience honed my abilities in [Relevant Skill or Quality Related to Job], making me an ideal candidate for this position.

I am particularly drawn to this role at [Company's Name] because [Mention something specific about the company or its values that resonates with you]. I believe my expertise in [Relevant Skills] aligns well with the goals of your team.

I have attached my resume for your review and would love the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name].

Sincerely,  
[Your Name]