

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [where you found the job listing]. With my background in [your field/area of expertise] and a strong commitment to [related skills or values relevant to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility related to the job], which resulted in [tangible outcome or benefit]. This experience has equipped me with [key skills or knowledge relevant to the job, e.g., strong analytical skills, ability to work in a team, etc.], making me a great fit for the position at [Company Name].

I admire [Company Name] for [specific reason related to the company's mission, values, or projects] and I believe my background in [relevant experience] aligns well with your goals. I am particularly drawn to this role because [reason related to the job description or company].

I am looking forward to the opportunity to further discuss how I can contribute to the success of [Company Name]. Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Warm regards,
[Your Name]