

[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 on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and my skills in [Relevant Skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that aligns with the job description]. This experience honed my ability to [mention a related skill or quality].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or role that excites you]. I believe my values align with your mission, and I am eager to bring my expertise in [Your Area of Expertise] to your team.

I would welcome the opportunity to discuss how my skills and experiences align with the needs of [Company's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,  
[Your Name]