

[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 listing]. With my background in [Your Field/Industry], along with my skills in [relevant skills], I am confident in my ability to contribute effectively to your team.

In my previous role as [Your Most Recent Job Title] at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my [specific skills related to the job], and I am excited about the opportunity to bring my expertise to [Company Name].

I am particularly drawn to this role because [mention specific reasons related to the company or job]. I admire [Company's Name] for [specific reason related to the company's mission, values, or projects], and I would be proud to be a part of such an innovative team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. I am available for an interview at your earliest convenience.

Warm regards,
[Your Name]