

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

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 experience in [Relevant Skills or Experiences], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a specific achievement or responsibility that relates to the job]. This experience honed my skills in [relevant skills], which I believe would be beneficial for the [Job Title] position at [Company's Name].

I am particularly drawn to this opportunity because [mention something specific about the company or its projects that attracts you]. I admire [Company's Name]'s commitment to [specific values or goals], and I am eager to bring my expertise in [your skills/expertise relevant to the job] to help achieve these objectives.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email].

Sincerely,
[Your Name]