

[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 [number] years of experience in [Specific Skills or Expertise], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant accomplishment or responsibility]. This experience has equipped me with the skills necessary to [mention how it relates to the job you are applying for].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its projects that you admire]. I am confident that my background in [relevant experience] aligns well with the needs of your team.

I have attached my resume for your review. I look forward to the opportunity to discuss how my skills and experiences can benefit [Company's Name]. Thank you for considering my application.

Sincerely,  
[Your Name]