

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

In my previous role at [Previous Company Name], I successfully [specific achievement or responsibility related to the job]. This experience honed my skills in [specific skills related to the job], which I believe align well with the requirements of the [Job Title] position.

I am particularly drawn to this opportunity at [Company's Name] because [reason related to the company's values, projects, or goals]. I admire [something specific about the company], and I am excited about the opportunity to add value to your team through [how you will contribute]. I look forward to the possibility of discussing how my experience and vision can align with the goals of [Company's Name]. Thank you for considering my application.

Sincerely,
[Your Name]