

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 listing]. With a background in [Your Relevant Experience/Field], I am excited about the opportunity to contribute to your team and bring my unique skills to [Company's Name].

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility relevant to the job], which resulted in [specific outcome or benefit]. My experience in [related skill or area] has equipped me with the necessary skills to excel in the [Job Title] position.

I am particularly drawn to [Company's Name] because of [specific reason related to the company's values, mission, or projects]. I believe that my skills in [skill] and [skill] align well with your team's goals, and I am eager to bring [specific contribution or idea you have] to the table.

I would love the opportunity to further discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name] and hope to speak with you soon.

Sincerely,  
[Your Name]