

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[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 enthusiasm for the [Job Title] position at [Company's Name] as advertised on [Where You Found the Job Posting]. With a background in [Your Field/Industry] and a passion for [Relevant Skills/Interests Related to the Job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific accomplishment or responsibility related to the job you're applying for]. This experience honed my abilities in [relevant skills or technologies], and I am particularly proud of [a relevant achievement related to the position].

What excites me most about [Company's Name] is [something specific about the company or its mission that resonates with you]. I admire how your team [description of a project or value of the company], and I would love to bring my skills in [specific skills or experiences] to help further this mission.

I am eager to 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 opportunity of speaking with you.

Warm regards,

[Your Name]
[Attachment: Resume]