

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed at [Company Name] as advertised [where you found the job posting]. With a background in [Your Field/Industry] and [number] years of experience in [specific skills or areas], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility that relates to the job]. This experience honed my skills in [relevant skills/technologies], which I believe will be directly applicable to the [Job Title] position.

I am particularly drawn to this opportunity at [Company Name] because [specific reason related to the company or its goals]. I admire [something specific about the company culture, values, or projects] and am eager to bring my expertise in [related skills] to help achieve [specific company objectives].

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

Sincerely,  
[Your Name]