

[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]. With my [number] years of experience in [specific field or skill], I believe I am a strong candidate for this role.

[Unique Sentence or Quote Related to the Company or Job]

In my previous role at [Previous Company Name], I successfully [specific achievement or responsibility that relates to the new position]. This experience has equipped me with [relevant skills or insights related to the job].

I am particularly drawn to [specific aspect of the company or position], and I am excited about the opportunity to bring my expertise in [specific skills or experience] to your team. I am a proactive problem-solver who thrives in [type of environment] and collaborates effectively with team members.

I have attached my resume for your review and would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Warm regards,

[Your Name]

[Attachment: Resume]