

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[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 listing]. With a background in [your field/industry] and [number] years of experience in [specific relevant skills or positions], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company], I successfully [specific achievement or responsibility], which resulted in [quantifiable outcome]. This experience honed my skills in [related skills], making me a strong candidate for this position.

I am particularly impressed by [specific aspect of the company or its projects], and I am eager to bring my expertise in [your skills/experience relevant to the company] to help [Company's Name] achieve [specific goals or projects mentioned in the job description].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. I am available for an interview at your earliest convenience and can be reached by [phone/email].

Sincerely,  
[Your Name]