

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 listed at [where you found the job posting] for [Company's Name]. With my background in [your field/industry] and experience in [relevant experience or skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a specific achievement or responsibility relevant to the job]. This experience honed my skills in [related skills] and fueled my passion for [aspect of the job or industry]. I am particularly drawn to this position at [Company's Name] because [specific reason related to the company or position].

I am excited about the opportunity to bring my unique talents to [Company's Name] and contribute to [specific goals or projects of the company]. I believe my skills in [mention key skills] align well with the requirements of the role, and I am eager to bring my expertise in [specific area] to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,
[Your Name]