

[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 [specific position name] at [Company's Name] as advertised on [where you found the job listing]. With my background in [your field/industry] and [number] years of experience, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention specific achievements or responsibilities that relate to the job]. This experience has equipped me with a strong skill set in [relevant skills or technologies] that I believe aligns well with the needs of your organization.

I am particularly drawn to this position at [Company's Name] because of [mention what you admire about the company, its culture, or its projects]. I am eager to bring my expertise in [your expertise areas] to [Company's Name] and contribute to [mention specific goals or projects related to the company].

Enclosed is my resume, which provides further details on my professional journey. I would love the opportunity to discuss how my background, skills, and enthusiasms match the needs of your team. Thank you for considering my application. I look forward to the possibility of speaking with you soon.

Warm regards,

[Your Name]

[Attachment: Resume]