

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 at [Company Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and [specific skills or experiences relevant to the job], I believe I am a strong candidate for this role.

In my previous position at [Your Last Company], I successfully [mention a relevant accomplishment or responsibility that aligns with the job description]. This experience honed my skills in [related skills or competencies], which I am eager to bring to the [Job Title] position at [Company Name].

I am particularly drawn to this job because [mention why you are interested in the company or role]. I admire [something specific about the company], and I believe that my skills in [mention relevant skills] will contribute positively 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 goals of [Company Name]. I am eager to bring my expertise in [Your Field/Industry] to your team.

Sincerely,
[Your Name]