

[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 my background in [your field/industry] and [specific skills or experiences relevant to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that relates to the job]. This experience honed my skills in [relevant skills] and gave me the ability to [specific outcome or achievement].

I admire [Company's Name] for [specific reason related to the company or its values], and I am particularly drawn to this position because [explain how the job aligns with your career goals or values]. I am eager to bring my expertise in [relevant skill or area] to your team and to help [Company's Name] achieve its goals.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Please feel free to contact me at [your phone number] or [your email] to arrange a conversation.

Sincerely,
[Your Name]