

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

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 [number of years] years of experience in [your field/industry] and a proven track record of success in management, I am confident in my ability to contribute effectively to your team.

In my previous role as [Your Previous Job Title] at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience honed my skills in [mention relevant skills, e.g., leadership, project management, strategic planning], which I believe will be valuable for [Company's Name].

I am particularly impressed with [mention something specific about the company or its projects/initiatives], and I am excited about the opportunity to contribute to [Company's Name]'s goals.

Enclosed is my resume, which provides further details about my professional background. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]