

[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 listed at [Company Name]. With my background in [Your Field/Industry] and relevant skills in [Key Skills related to Job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [Describe a relevant responsibility or achievement that relates to the job]. This experience has equipped me with [Mention any specific skills or attributes that are relevant to the new position].

I am particularly drawn to this position at [Company Name] because [Explain why you are interested in the company or role]. I admire [Mention any qualities of the company or team], and I believe my experience in [Reiterate relevant experience] aligns well with your company's goals.

Enclosed is my resume, which provides further details about my professional journey. I look forward to the opportunity to discuss how my skills and experiences align with the goals of [Company Name]. Thank you for considering my application. I hope to speak with you soon.

Sincerely,

[Your Name]
[Attachments: Resume]