

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[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 [specific position] at [Company's Name] as advertised on [where you found the job listing]. With my background in [your relevant experience or field], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility]. This experience has equipped me with the skills and knowledge needed for the [specific position] at [Company's Name].

I am particularly drawn to this position because [mention something specific about the company or role that appeals to you]. I am eager to bring my [mention your skills or qualities] to your esteemed organization.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm can contribute to the success of [Company's Name].

Sincerely,
[Your Name]