

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

In my previous role at [Previous Company Name], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [specific skills related to the job], which I believe align well with the requirements of the [specific job title] position.

I am particularly drawn to [Company Name] because of [specific reason related to the company's mission, values, or projects]. I admire [something about the company], and I am eager to bring my expertise in [your skills] to help [Company Name] achieve [specific goal or project].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the innovative work at [Company Name]. Please feel free to contact me at [your phone number] or [your email address] to schedule a discussion.

Warm regards,
[Your Name]