

[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 [Job Title] position at [Company's Name] as advertised [where you found the job posting]. With my background in [Your Relevant Experience/Field], I am excited about the opportunity to contribute to your esteemed company.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with the skills necessary to excel in the [Job Title] position, particularly in [specific skills or areas relevant to the job].

I am particularly drawn to [Company's Name] because [reason for your interest in the company or its mission]. I believe my values align well with your company's goals, and I am eager to bring my expertise in [your area of expertise] to your team.

I have attached my resume for your consideration. 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]