

[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 [Job Title] position listed at [Where You Found the Job Posting]. With my background in [Your Field/Industry] and experience in [Relevant Skills/Experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [Briefly describe your notable achievements or responsibilities related to the job], which resulted in [Positive Outcome]. I am particularly drawn to this position at [Company Name] because [Reason for your interest in the company/role].

I am excited about the opportunity to [Mention how you plan to contribute to the company or role], and I believe my skills in [List relevant skills or experiences] will be an asset to your team.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Company Name].

Sincerely,  
[Your Name]