

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],
I hope this letter finds you well. I am writing to express my interest in the [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 [specific skills or experiences relevant to the job], I am excited about the opportunity to contribute to your team.

I have a strong track record in [mention relevant achievements or experiences], which I believe aligns well with the goals of [Company Name]. I am particularly drawn to [specific aspect of the company or position], and I am eager to leverage my skills in [mention relevant skills] to help [Company's goal or vision].

In addition to the [Job Title] role at [Company Name], I am actively applying for similar positions that align with my career goals. I would appreciate the opportunity to discuss how my qualifications can be beneficial to your team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity further.

Sincerely,

[Your Name]

[LinkedIn Profile or Portfolio Link (if applicable)]