

[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 on [where you found the job posting]. With my background in [Your Field/Industry] and [relevant skills or experiences], I believe I am a strong candidate for this role.

In addition to my application for [Job Title at Company A], I am actively seeking opportunities in [Job Title/Field] with various organizations, as I am eager to leverage my skills in [specific skills relevant to job role]. My experiences at [Previous Company/Role] have equipped me with [specific achievements or skills], which I am excited to bring to your team.

I am particularly drawn to [Company's Name] because of [specific reasons related to the company or its values]. I am confident that my abilities in [specific skills] will allow me to contribute effectively to your team.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,  
[Your Name]