

[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 [Position Title] at [Company's Name] as advertised on [Where You Found the Job Posting]. With my experience in [Your Relevant Experience/Skills] and a strong passion for [Industry/Field], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company/Organization], I successfully [Specific Achievement or Responsibility Related to Job Description]. This experience honed my skills in [Relevant Skills or Technologies] and reinforced my ability to [Key Requirement in Job Posting]. I believe that these skills will allow me to make a meaningful impact at [Company's Name].

I am particularly drawn to this position because [Brief Personal Connection to Company or Role]. I admire [Specific Company Value, Product, or Project] and am eager to bring my expertise in [Your Skill or Area] to help drive success and innovation within your team.

I would love the opportunity to further discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team and am available for an interview at your convenience.

Sincerely,
[Your Name]