

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position] with the [Team Name] as advertised [where you found the job posting]. With a strong background in [relevant experience or education], I am excited about the opportunity to contribute to the success of your organization. Having worked in [your relevant experience or roles] for [number of years], I have developed a strong understanding of [specific skills relevant to the position]. My experience with [mention specific tasks, projects, or teams] has equipped me with the expertise necessary to support [Team Name] in achieving its goals.

I am particularly drawn to this position because [reason why you are interested in this specific team or role]. I admire [something specific about the team or organization] and am eager to bring my skills in [relevant skills] to your team.

I would be thrilled to discuss how my background, skills, and enthusiasms align with the goals of [Team Name]. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]