

[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 listing]. With my background in [Your Field/Industry] and relevant skills, I am confident in my ability to contribute positively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience honed my abilities in [related skills] and reinforced my passion for [related field or industry].

I am particularly drawn to this position at [Company's Name] because [reason related to the company or job description]. I believe my skills in [specific skills related to the job] align well with the requirements of this position and would 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]