

\*\*[Your Name]\*\*

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

[Date]

\*\*[Hiring Manager's Name]\*\*

[Company's Name]

[Company's Address]

[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised [where you found the job posting]. With my background in [Your Field/Industry] and [specific skills or experiences related to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility that relates to the new job]. This experience enabled me to develop [specific skills or knowledge relevant to the new position]. I am particularly drawn to [specific aspect of the company or position] and believe my expertise in [relevant skills or tools] would be a great asset.

Enclosed is my resume for your review. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I hope to be in touch soon.

Sincerely,

[Your Name]

\*\*[Attachment: Resume]\*\*