

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and my skills in [relevant skills], I am confident in my ability to contribute to your team. In my previous role at [Your Previous Company], I successfully [briefly describe a relevant accomplishment or responsibility], which resulted in [impact of your accomplishment]. This experience has equipped me with the necessary skills to [how your skills will benefit the new position or company], and I am excited about the opportunity to bring my expertise to [Company Name].

I am particularly drawn to this position because [explain why you are interested in the company or position]. I admire [mention any specific values, initiatives, or projects of the company] and believe that my background in [specific relevant experience] aligns well with your team's goals.

I have attached my resume for your review and would welcome the opportunity to discuss how my experience can contribute to the continued success of [Company Name]. Thank you for considering my application. I look forward to the possibility of speaking with you.

Sincerely,  
[Your Name]