

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed on [Where You Found the Job Posting] at [Company Name]. With my background in [Your Field/Expertise] and [X years of experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [describe a relevant accomplishment or responsibility that aligns with the job]. This experience helped me develop [specific skills or experiences relevant to the new job], which I believe will add value to [Company Name].

I am particularly drawn to this position because [reason why you want to work for this company/role]. I admire [something notable about the company], and I am eager to bring my skills in [specific skills] to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills align with the goals of [Company Name]. Please find my resume attached for further details.

Sincerely,

[Your Name]
[Attachment: Resume]