

[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 [Job Posting Source]. With my background in [Your Field/Industry] and [X years] of experience in [Relevant Skills/Technologies], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility], which resulted in [specific outcome or impact]. This experience honed my skills in [Skill 1], [Skill 2], and [Skill 3], making me a suitable candidate for the [Job Title] position.

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its projects]. I admire [mention any relevant projects, values, or goals], and I am eager to bring my expertise in [specific area] to your esteemed team.

Enclosed is my resume, which provides additional detail about my professional journey. I would welcome the opportunity to further discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,
[Your Name]