

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 over [Number] years of experience in [Your Industry/Field], I have developed a strong skill set and a deep understanding of [Relevant Skills/Technologies].

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility related to the job you're applying for], which resulted in [quantifiable outcome or impact]. This experience honed my ability to [describe a relevant skill or quality that aligns with the job description].

I am particularly drawn to this position at [Company's Name] because [briefly explain why you are interested in the company or position]. I am excited about the opportunity to contribute to [mention a project, value, or goal of the company that resonates with you].

Enclosed is my resume, which provides additional details about my professional journey. I am looking forward to the opportunity to discuss how my experience and skills can benefit your team. Thank you for considering my application.

Sincerely,
[Your Name]