

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 Posting]. With my background in [Your Field/Industry] and extensive experience in [Relevant Skills or Experiences], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [Achievement or Responsibility Related to Job], which resulted in [Quantifiable Outcome]. My experience has equipped me with the ability to [Relevant Skill or Competency], and I am particularly drawn to this position because [Reason Related to the Company or Position].

I am impressed by [Something Specific About the Company], and I believe that my skills in [Another Relevant Skill] would be an asset to your team. I am eager to bring my expertise in [Area of Strength] to [Company Name] and collaborate with your talented team to achieve [Company Goals or Projects].

Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications align with the needs of your team. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]