

[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 [specific job title] position at [Company's Name] as advertised on [where you found the job listing]. With a [Your Degree] in [Your Major] and [number] years of experience in the oil and gas industry, I believe I am well-suited to contribute to your team.

During my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that aligns with the job]. My expertise in [specific skills or technologies relevant to the position] has enabled me to [briefly explain the impact of your work or a successful project].

I am particularly drawn to this opportunity at [Company's Name] because [mention something specific about the company or its projects that attracts you]. I am eager to bring my knowledge of [specific skills or expertise] and my passion for [related interest] to your esteemed organization.

I am excited about the possibility of discussing 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 opportunity to speak with you.

Sincerely,  
[Your Name]