

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] role at [Company's Name] as advertised on [where you found the job posting]. With [number] years of experience in [your field/industry], particularly in my previous role as [Your Last Job Title] at [Your Last Company], I am excited about the opportunity to contribute to your team.

In my previous position, I successfully [briefly describe a relevant achievement or responsibility that aligns with the new job], which resulted in [mention any positive outcome]. My expertise in [skill or area related to the job you're applying for] has equipped me with the skills necessary to excel in the [Position Title] role at [Company's Name]. I am particularly drawn to this opportunity because [mention something specific about the company or role that interests you].

I have attached my resume for your review, and I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the continued success of [Company's Name]. Thank you for considering my application.

Sincerely,  
[Your Name]