

[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 hope this message finds you well. I am writing to express my interest in the [Job Title] position at [Company's Name], as advertised on [where you found the job posting].

I previously worked as a [Your Previous Job Title] at [Your Previous Company's Name] for [Duration of Employment], where I [briefly describe your relevant experience, responsibilities, and accomplishments]. This experience has equipped me with the necessary skills to contribute effectively to your team.

I am particularly drawn to this position because [mention specific reasons related to the company or role that attract you]. I believe my background in [relevant skills or knowledge] aligns well with the goals of [Company's Name].

Thank you for considering my application. I look forward to the opportunity to discuss how my experiences and visions align with the needs of your team.

Sincerely,
[Your Name]