

[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 letter finds you well. I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and experience in [specific skills or relevant experience], I am excited about the opportunity to contribute to your team.

[Paragraph discussing your relevant experience and skills. Mention specific achievements and how they relate to the position.]

I am particularly drawn to this position because [reason why you are interested in the role or company]. I admire [something notable about the company] and believe my skills in [mention skills/qualities relevant to the company culture or values] would align wonderfully with your team's goals.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the innovative work at [Company's Name]. Please feel free to contact me at your convenience to schedule a conversation.

Warm regards,  
[Your Name]