

[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 [Job Title] position listed on [where you found the job posting]. With a background in [Your Field/Industry] and a passion for [Related Skills/Interests], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with [specific skills or knowledge relevant to the job], which I believe align well with the requirements of the [Job Title] position.

I am particularly drawn to [Company's Name] because of [mention something specific about the company or its values that resonates with you]. I am eager to bring my expertise in [specific skills or experiences relevant to the role] to your team.

Enclosed is my resume, which provides further details about my qualifications. I look forward to the opportunity to discuss how I can contribute to the success of [Company's Name]. Thank you for considering my application.

Sincerely,  
[Your Name]