

[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 am writing to express my interest in the [specific postal job title] position listed on [where you found the job posting] at [Company's Name]. With my background in [relevant experience or skills], I am confident that I would be a valuable addition to your team.

In my previous role at [Previous Company Name], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with the skills necessary for [specific tasks related to the postal job]. I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its values].

I am eager to bring my [mention any specific skills or qualities relevant to the job] to [Company's Name] and contribute to [mention a goal or mission of the company]. I have attached my resume for your review, and I look forward to the opportunity to discuss my application further.

Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]