

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [where you found the job posting]. With a background in [Your Field/Expertise] and [number] years of experience in [relevant experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility related to the job]. My skills in [mention relevant technologies, tools, or methodologies] equipped me to [describe how you applied those skills to achieve results]. I am particularly drawn to the innovative projects at [Company Name] and believe my [specific skills or experience] can help drive further success.

I am eager to bring my expertise in [specific area related to the job] to [Company Name]. I look forward to the opportunity to discuss how my background, skills, and enthusiasm align with the needs of your team.

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

Sincerely,

[Your Name]