

[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 at [Company's Name], as advertised [where you found the job listing]. With my background in [Your Field/Industry] and a proven record of [specific skills or accomplishments relevant to the job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant responsibility or achievement], which resulted in [quantifiable outcome or recognition]. This experience honed my skills in [specific relevant skills or experiences], which I believe will be beneficial to the team at [Company's Name].

I am particularly attracted to this position at [Company's Name] because [reason related to the company or its projects/values]. I admire [specific aspect of the company or its mission], and I am excited about the opportunity to bring my expertise in [Your Area of Expertise] to your esteemed organization.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]