

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 on [where you found the job listing]. With a strong background in [relevant field or skill] and a passion for [related interest or industry], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company Name], I successfully [mention a relevant achievement or responsibility that relates to the job you're applying for]. This experience equipped me with [specific skills or knowledge] that I believe would be beneficial for the [Job Title] position at [Company's Name].

I am particularly drawn to this role because of [mention something specific about the company or team that appeals to you]. I admire how [Company's Name] [describe a value, project, or initiative that resonates with you], and I am eager to bring my skills in [mention relevant skills or experience] to help achieve [specific goal or project related to the job].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. I am available for an interview at your earliest convenience and can be reached by [phone/email].

Sincerely,
[Your Name]