

[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 my background in [Your Field/Industry] and my passion for [specific aspect related to the job], I am confident in my ability to contribute effectively to your team.

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

I am particularly drawn to [Company Name] because [mention something specific about the company or its projects that attracts you]. I admire [something about the company culture, values, or mission], and I would be thrilled to be part of a team that [describe how you can help the company].

I would love the opportunity to further discuss how my skills and experiences fit with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] as a part of your team.

Sincerely,  
[Your Name]