

[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 [Position Title] at [Company's Name] as advertised [where you found the job listing]. With my background in [Your Industry/Field] and a passion for [specific aspect of the job/industry], I am eager to contribute my skills to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility that relates to the job], which helped [result of your achievement]. This experience has equipped me with [relevant skills or experience related to the new job], allowing me to [how you can benefit the new company].

I am particularly drawn to [Company's Name] because [specific reason related to the company's values, mission, or goals]. I admire how your organization [mention a specific project, goal, or value of the company], and I am excited about the opportunity to be a part of such an innovative team.

I am looking forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I hope to discuss my application further in an interview.

Warm regards,
[Your Name]