

[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 [specific job title] position listed on [where you found the job posting] at [Company's Name]. With my background in [your field/area of expertise] and a passion for [specific relevant interests related to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility]. This experience honed my skills in [specific skills related to the job]. I am particularly drawn to this position at [Company's Name] because [explain why you are interested in the company/position].

Furthermore, I believe my [mention any relevant qualifications or skills] align well with the goals of [Company's Name]. I am eager to bring my [specific skills or experiences] to your team and help [mention any specific company goals or projects].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your esteemed company. Please find my resume attached for further details on my professional history.

Sincerely,  
[Your Name]