

[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 listed on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and a strong passion for [Relevant Passion related to the Job], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [Briefly describe a relevant achievement or responsibility that relates to the job]. This experience honed my skills in [Skills Related to the Job], which I believe aligns well with the requirements of the [Job Title] position.

I am particularly drawn to this role at [Company's Name] because [Mention something specific about the company or role that excites you]. I am eager to bring my skills in [Relevant Skills] to your team and help [Company's Name] achieve [Specific Goal Related to the Job/Company]. Thank you for considering my application. I look forward to the opportunity to discuss how my experience and enthusiasm can contribute to the success of [Company's Name].

Sincerely,
[Your Name]