

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 [specific position] at [Company Name] as advertised [where you found the job posting]. With my background in [your field or expertise] and experience in [relevant experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [describe an achievement or responsibility relevant to the new job], which resulted in [quantifiable outcome if possible]. This experience has equipped me with [specific skills or knowledge related to the position].

I am particularly drawn to this position at [Company Name] because [specific reason related to the company or position]. I admire [mention any relevant values, projects, or goals of the company], and I believe my skills in [mention specific skills related to the job] align well with your team's needs.

I am excited about the opportunity to bring my unique expertise in [specific skills or knowledge] to [Company Name] and am eager to discuss how I can contribute to your team. Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Sincerely,
[Your Name]