

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 on [Where You Found the Job Posting]. With a strong background in [Your Relevant Experience] and a commitment to [Relevant Skills/Values], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement related to the position]. This experience honed my skills in [relevant skills or technologies], which I believe will be beneficial to the [Company's Name] team.

I am particularly drawn to this position because [specific reason related to the company or position]. I admire [Company's Name] for [something notable about the company or its values], and I am eager to bring my expertise in [your area of expertise] to support your goals.

Thank you for considering my application. I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. I look forward to the possibility of contributing to [Company's Name].

Sincerely,

[Your Name]