

[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 at [Company Name]. With my background in [Your Field/Industry] and experience in [Relevant Skills or Experience], I believe I would be a valuable addition to your team.

During my time at [Previous Job/Company], I successfully [specific achievement or responsibility that relates to the job]. This experience honed my skills in [relevant skills] and helped me develop [specific trait or value applicable to the new job].

I am particularly drawn to [Company's Name] because [specific reason related to the company or its values]. I admire [specific project, value, or achievement of the company] and would be excited to contribute to such initiatives.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team.

Sincerely,  
[Your Name]