

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[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 [Job Title] position at [Company Name] as advertised on [Where You Found the Job Listing]. With my background in [Your Field/Industry] and my skills in [Relevant Skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [Briefly Explain a Relevant Achievement or Responsibility]. This experience has equipped me with [Mention Relevant Skills or Knowledge], which I believe would be valuable in the [Job Title] role at [Company Name].

I am particularly drawn to this position because [Briefly Explain Why You Are Interested in the Role or Company]. I admire [Company Name] for [Mention Something Notable About the Company] and I am eager to bring my expertise in [Specific Area Related to the Job] to your team.

I have attached my resume for your review, and I look forward to the opportunity to discuss how my skills and experiences align with the needs of [Company Name]. Thank you for considering my application. I hope to hear from you soon.

Sincerely,  
[Your Name]