

[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 at [Company's Name] as advertised on [Where You Found the Job Listing]. With my background in [Your Field/Industry] and relevant experience in [Specific Skills/Expertise], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company], I successfully [mention a specific achievement or responsibility relevant to the job]. This experience honed my abilities in [mention skills or tools relevant to the job], which I believe align perfectly with the requirements outlined in the job description.

I am particularly drawn to this opportunity at [Company's Name] because [mention something specific about the company or its mission that resonates with you]. I am eager to bring my skills in [related skills] to your esteemed team and contribute to [specific goals or projects of the company].

Thank you for considering my application. I look forward to the possibility of discussing how I can be an asset to [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a conversation.

Sincerely,
[Your Name]