

[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 [Job Title] position at [Company Name] as advertised on [where you found the job listing]. With a strong background in [your field/skill area] and a passion for [related interest or skill], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe relevant experience or achievement]. This experience honed my skills in [specific skills related to the job], and I am eager to bring this expertise to [Company Name].

I am particularly drawn to this position because [mention something specific about the company or role that excites you]. I believe that my skills in [mention relevant skills] will significantly benefit your team and help achieve [specific goals or values of the company].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name].

Sincerely,
[Your Name]