

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 Relevant Experience/Field], I am confident in my ability to contribute to your team.

I have [specific number] years of experience in [specific skills or relevant work] and have consistently achieved [mention key achievements that relate to the job]. I am particularly drawn to [Company Name] because of [specific reason related to the company or its mission].

I am eager to bring my skills in [mention 2-3 relevant skills] to your team and help [specific goal or impact you can contribute to].

Thank you for considering my application. I look forward to the opportunity to discuss how my experience can benefit [Company Name].

Sincerely,  
[Your Name]