

[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 experience in [specific skills or experiences relevant to the job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with the [mention skills or qualifications that are relevant to the job].

I am particularly drawn to this position at [Company's Name] because of [reason related to the company or its projects]. I admire [specific aspect of the company], and I believe my skills in [mention relevant skills] would align well with your team's goals.

I would welcome the opportunity to further discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name] and am excited about the opportunity to bring my strengths to your esteemed organization.

Sincerely,  
[Your Name]