

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]

[Hiring Manager's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],  
I am writing to express my interest in the [specific position] at [Company/Organization Name] as advertised [where you found the job listing]. With my background in [relevant education/experience], along with my passion for [specific area of interest or field], I believe I am well-suited for this role.

In my previous position at [Previous Company/Organization], I [describe relevant experience or achievement]. This experience enhanced my skills in [specific skills related to the job], which I am excited to bring to [Company/Organization Name].

I am particularly drawn to this opportunity because [mention what you admire about the company or the role]. I am eager to contribute to [specific goals or values of the company] and collaborate with your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of [Company/Organization Name].

Sincerely,  
[Your Name]