

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 listed at [Company's Name]. With my background in [Your Field/Industry] and [Number] years of experience, I am confident that my skills align well with the requirements of this role.

In my previous role at [Your Last Company], I successfully [describe a relevant achievement or responsibility that demonstrates your qualifications]. This experience honed my abilities in [specific skills related to the job], which I believe will be beneficial to your team.

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its projects that interests you]. I admire [Company's Name] for its commitment to [specific value or goal], and I am eager to contribute to [describe how you will contribute to the company's goals].

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and skills can contribute to the success of [Company's Name]. I am available at your convenience for an interview and can be reached at [Your Phone Number] or [Your Email].

Sincerely,
[Your Name]