

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 my background in [your field/industry] and experience in [specific relevant experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility related to the job you are applying for]. This experience has equipped me with the skills necessary to excel in the [Job Title] position at [Company Name]. I am particularly drawn to this opportunity because [mention what attracts you to the company or position].

I am skilled in [list relevant skills or tools], and I possess a strong ability to [mention relevant soft skills]. I believe these attributes align perfectly with the values and goals of [Company Name].

I would love the chance to discuss how my background, skills, and enthusiasms could be a perfect match for your team. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]