[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 Posting]. With
a [Your Degree] in [Your Major] from [Your University] and [Number] years
of experience in software development, I am excited about the opportunity
to contribute to your team.
In my previous role at [Your Previous Company] as a [Your Previous Job
Title], I successfully [describe a relevant responsibility or
achievement]. This experience honed my skills in [relevant programming
languages, technologies, or methodologies], which I believe will be
valuable in the [Job Title] position.
I am particularly drawn to [Company's Name] because of [specific reason
related to the company or its projects/mission]. I admire your commitment
to [specific aspect of the company] and I am eager to bring my background
in software engineering to help [mention how you can contribute to the
company's goals].
Enclosed is my resume, which provides further detail about my
professional journey. I look forward to the possibility of discussing how
my skills, experience, and interests align with the needs of your team.
Thank you for considering my application.
Sincerely,
[Your Name]