

[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 listed at [Company's Name]. With my background in [Your Field/Industry] and my skills in [Relevant Skills/Experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility that showcases your skills]. This experience has equipped me with [mention specific skills or expertise] that I believe align well with the requirements of the [Job Title] position.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its values that resonates with you]. I am eager to bring my background in [Your Field/Industry] to your esteemed organization and help [mention any specific goals or projects related to the company].

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

Warm regards,

[Your Name]