

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 formally submit my application for the [Job Title] position at [Company's Name], as advertised on [Where You Found the Job Posting]. Please find my resume, cover letter, and any other required documents attached for your review.

I am excited about the opportunity to contribute to your team and believe that my skills in [Your Skills/Experience Related to the Job] align well with the goals of [Company's Name].

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,
[Your Name]