

[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 [where you found the job listing]. With [number] years of experience in [your industry/field] and a proven track record in [specific skills or achievements], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that showcases your skills]. This experience honed my abilities in [specific skills related to the new job], making me well-suited for the challenges presented by this new role.

I am particularly drawn to [Company's Name] because of [specific reason related to the company's values, mission, or projects]. I admire how [mention any recent project, value, or achievement of the company], and I am eager to bring my expertise in [your skills related to the job] to support your goals.

I am looking forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I hope to contribute to [Company's Name] and help achieve new successes together.

Warmest regards,

[Your Name]