

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 listed at [Company Name]. With a background in [Your Industry/Field] and [number] years of experience, 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]. This experience has equipped me with the skills to [mention relevant skills that match the job description].

I am particularly drawn to this position at [Company Name] because [briefly explain why the company and role interest you]. I believe my expertise in [mention specific skills or experiences relevant to the job] aligns well with the goals of your team.

I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]
[Attachment: Resume]