

[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 [Where You Found the Job Posting]. With a solid background in [Your Field/Industry] and extensive experience in Microsoft Excel, I am confident in my ability to contribute effectively to your team at [Company's Name].

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that demonstrates your Excel skills]. My expertise in Excel includes [list specific skills such as pivot tables, VLOOKUP, data analysis, etc.] which allowed me to [explain the impact of your skills on the company or project].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or role that appeals to you]. I believe that my skills in Excel and [another relevant skill or experience] will enable me to provide valuable insights and support your team effectively.

I am excited about the opportunity to bring my unique talents to [Company's Name] and to grow professionally within your esteemed organization. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,
[Your Name]