

[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 at [Company Name] as advertised [where you found the job posting]. With my background in [Your Field/Industry] and my experience in [specific relevant experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility]. This experience honed my skills in [specific skills related to the job], which I believe will be beneficial for [Company Name]. I am particularly drawn to this position because [mention specific reasons related to the company or role].

I am excited about the opportunity to bring my expertise to [Company Name] and am looking forward to the possibility of discussing how I can contribute to your team. Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]