

[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 [Company's Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and experience in [Relevant Skills or Experience], I believe I am a strong candidate for this role.

Throughout my career, I have demonstrated my ability to [Describe a relevant achievement or skill]. At [Previous Company/Organization], I [Describe your tasks, roles, or projects that are related to the job]. This experience has equipped me with the skills needed to contribute effectively to your team.

I am particularly drawn to [Company's Name] because [Something specific about the company or its mission that appeals to you]. I am eager to bring my expertise in [Your Skills/Expertise] to [Company's Name] and help [Specific goal or project of the company].

I have attached my resume for your consideration, and I would appreciate the opportunity to discuss how my background, skills, and enthusiasms match the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name].

Sincerely,
[Your Name]