

****[Your Name]****

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 on [where you found the job posting]. I believe my skills and experiences align well with the requirements of this role.

[Paragraph 1: Introduce yourself and your background relevant to the position.]

[Paragraph 2: Highlight your relevant skills and experiences, providing specific examples.]

[Paragraph 3: Explain why you are a good fit for the company and how you can contribute to its goals.]

I am excited about the opportunity to be part of [Company's Name] and contribute to [specific company goal or project]. Thank you for considering my application. I look forward to the possibility of discussing my application in further detail.

Sincerely,

[Your Name]