

[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 [where you found the job posting]. With my background in [Your Field/Industry] and my passion for [related skills or interests], I am excited about the opportunity to contribute to [Company Name].

In my previous role at [Your Previous Company], I successfully [describe relevant experience or achievements]. This experience honed my skills in [relevant skills], making me a strong candidate for this position.

I am particularly drawn to [Company Name] because [mention any specific reason related to the company's values, culture, or projects]. I believe that my skills can help [explain how you can contribute to the company].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,
[Your Name]