

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 at [Company's Name], as advertised on [where you found the job posting]. With my background in [Your Field/Industry] and a strong passion for [specific aspect of the job/industry], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that relates to the job]. This experience honed my skills in [specific skills relevant to the job], which I believe would be beneficial for [Company's Name]. Additionally, my ability to [another relevant skill or quality] has proven instrumental in achieving [specific outcome].

I am particularly drawn to this position at [Company's Name] because of [mention something specific about the company or its projects that excites you]. I admire [Company's specific values or goals] and see a clear alignment between my professional aspirations and your mission. I am eager to bring my expertise in [your relevant skills] to the [Job Title] position at [Company's Name] and contribute positively to your team. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,
[Your Name]