

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip]

Dear [Hiring Manager's Name],  
I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and hands-on experience in [Relevant Skills or Experiences], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant accomplishment or responsibility]. This experience equipped me with [mention specific skills or knowledge relevant to the job]. I am particularly drawn to this position at [Company Name] because [mention something specific about the company or its goals that attracts you]. I am enthusiastic about the possibility of working at [Company Name] and contributing to [specific projects or goals of the company]. I am confident that my skills in [mention relevant skills] will prove beneficial to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and your needs align. Please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,  
[Your Name]