

[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 at [Company Name], as advertised [where you found the job listing]. With my background in [Your Field/Industry], and a proven track record of [specific skill or achievement related to the job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant experience or accomplishment]. This experience has equipped me with [mention skills or relevant knowledge], which I believe will be valuable in the [Job Title] position.

I am particularly drawn to this opportunity at [Company Name] because [mention something specific about the company or its culture that appeals to you]. I am excited about the potential to [mention how you can contribute to the company or team].

I have attached my resume for your review and would love the opportunity to discuss my application further. I am looking forward to the possibility of contributing to your team and am eager to bring my skills to [Company Name].

Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]