

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 listed at [Company's Name]. With a strong background in [Your Field/Skill Area], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that relates to the job you are applying for]. This experience honed my skills in [relevant skills or tools], making me a strong candidate for this role.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its projects/values that resonates with you], and I believe my expertise in [specific area] would align well with your team's goals.

Attached is my resume for your review. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the continued success of [Company's Name]. Thank you for considering my application.

Sincerely,
[Your Name]