

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your 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 on [where you found the job listing]. With a background in [Your Relevant Experience or Education], 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 achievement or responsibility that highlights your skills].

This experience honed my skills in [mention relevant skills or technologies], which I believe will be beneficial for the [Job Title] position.

I am particularly drawn to [Company Name] because of [mention something specific about the company or its values that resonates with you]. I am eager to bring my expertise in [specific skills or areas] to help [Company Name] achieve its goals.

Enclosed is my resume, which provides further detail about my professional journey. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

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

Sincerely,

[Your Name]
[Your LinkedIn Profile] (optional)