

[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 at [Company's Name], as advertised [where you found the job posting]. With my background in [your field or expertise] and a strong passion for [related interest], 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]. This experience equipped me with [relevant skills or insights], which I believe will be beneficial in fulfilling the requirements of the [Job Title] position.

I am particularly drawn to this role at [Company's Name] because [mention something specific about the company or position that appeals to you]. I am eager to bring my skills in [specific skills or experience] to your team to help achieve [mention a goal or initiative of the company].

Enclosed is my resume, which provides further details about my education and experience. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application.

Sincerely,
[Your Name]