

[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 my background in [Your Field/Area of Expertise] and [Number] years of experience, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility that showcases your skills]. This experience has equipped me with the necessary skills in [mention relevant skills or technologies related to the job].

I am particularly drawn to this position because [mention something specific about the company or role that resonates with you]. I believe my skills in [mention any relevant skills or attributes] would be a valuable addition to your team.

Thank you for considering my application. I look forward to the possibility of discussing my application in more detail and am excited about the opportunity to contribute to [Company's Name].

Sincerely,
[Your Name]