

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job posting]. With my background in [Your Field/Industry] and experience in [specific skills or experience relevant to the job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Last Company], I successfully [mention a relevant achievement or responsibility]. This experience honed my skills in [mention relevant skills], which I see as being directly applicable to the position at [Company's Name].

I am particularly drawn to this position because [mention why you are interested in this company or position]. I admire [something specific about the company or values], and I would love the opportunity to contribute to [specific project or goal at the company].

Enclosed is my resume for your consideration. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of your team. Thank you for your time and consideration.

Sincerely,
[Your Name]