

[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 [position name] at [Company's Name], as advertised [where you found the job listing]. With my background in [your field/industry] and experience in [relevant skills or experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I [describe one or two key responsibilities or achievements that relate to the job]. This experience has equipped me with a strong understanding of [related skills or knowledge applicable to the new position].

I am particularly drawn to this position at [Company's Name] because [reason you are interested in the company or position]. I admire [specific quality about the company or its projects/initiatives] and believe I can provide [specific way you can contribute or add value]. I look forward to the opportunity to discuss how my skills and experiences can benefit [Company's Name]. Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]