

[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 Posting]. With my background in [Your Field/Industry] and my passion for [Relevant Passion/Interest], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [Briefly Describe a Relevant Experience or Achievement]. This experience honed my skills in [Relevant Skills] and taught me the importance of [Relevant Lesson]. I am particularly drawn to this position at [Company Name] because [Specific Reason Related to Company or Role].

I am confident that my skills in [Skill 1], [Skill 2], and [Skill 3] align well with the requirements of the [Job Title] role. I am eager to bring my expertise in [Your Expertise Area] to [Company Name] and help drive [Company's Goals or Projects].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your esteemed team.  
Sincerely,  
[Your Name]