

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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/Industry], and my experience in [Specific Skills or Experience Related to Job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully [describe relevant achievement or experience]. This experience honed my skills in [list relevant skills], which I believe will be beneficial to the [Job Title] at [Company's Name].

I am particularly drawn to this position because [mention something specific about the company or role that attracts you]. I am eager to bring my expertise in [specific skills or experience] to [Company's Name] and am excited about the opportunity to [mention how you can add value to the company].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. I am available at your earliest convenience for an interview and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]