

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 listing]. With my background in [Your Field/Expertise] and a proven track record of [relevant experience or skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my abilities in [specific skills related to the job] and deepened my passion for [industry or field related to the job].

I am particularly drawn to this position at [Company Name] because [reason related to the company's mission, values, or projects]. I believe my skills in [mention relevant skills or experiences] align well with the needs of your team.

Enclosed is my resume, which provides further detail about my professional journey. I appreciate your consideration and look forward to the opportunity to discuss how I can contribute to [Company Name].

Thank you for your time and consideration.

Sincerely,
[Your Name]