

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

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 a background in [Your Field/Industry] and [Number] years of experience in [Specific Skills/Areas], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant accomplishment or responsibility]. This experience honed my skills in [related skill or quality], and enabled me to [specific impact or result]. I am particularly drawn to [Company Name] because [reason related to the company's mission, values, or projects].

I am excited about the opportunity to bring my expertise in [specific areas relevant to the job] and my passion for [relevant industry or commitment] to [Company Name]. I look forward to discussing how my background, skills, and enthusiasms align with the goals of your team.

Thank you for considering my application. I hope to discuss my application in more detail and look forward to the possibility of contributing to [Company Name]. Please feel free to contact me at [Your Phone Number] or [Your Email] to schedule a conversation.

Sincerely,  
[Your Name]