

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[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 skills in [Relevant Skills], I am excited about the opportunity to contribute to your team. In my previous role at [Your Previous Company], I successfully [Describe an achievement or responsibility relevant to the job]. This experience honed my abilities in [Related Skills or Experience], and I believe it has prepared me to excel at [Company Name].

I am particularly drawn to this opportunity at [Company Name] because [Reason why you want to work there or what you admire about the company]. I am eager to bring my expertise in [Relevant Skill or Experience] to your team and assist in [How You Can Contribute to the Company].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name]. Please feel free to contact me at your convenience to arrange a conversation.

Sincerely,  
[Your Name]