

[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 [where you found the job listing]. With my background in [Your Field/Expertise] and a strong passion for [relevant interest related to the job or company], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility related to the job] which has equipped me with essential skills in [specific skills related to the job]. My experience has taught me the importance of [specific lesson learned or skill developed], and I am eager to bring this knowledge to [Company Name].

I admire [something specific about the company or its projects], and I am excited about the opportunity to contribute to [specific goal or project at the company]. I am confident that my skills in [mention relevant skills or experiences] align well with the needs of your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can benefit [Company Name]. I am eager to contribute to your team and help achieve [specific goals or outcomes].

Sincerely,

[Your Name]

[Attachment: Resume]