

[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 my background in [Your Field/Area of Expertise] and a strong passion for [relevant industry or aspect of the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company], I successfully [mention a relevant achievement or responsibility]. This experience honed my skills in [specific skills related to the job], and I am eager to bring this expertise to [Company Name].

I am particularly drawn to this position because [mention what excites you about the company or role]. I admire [specific aspects of the company or its mission] and believe my skills would be a great fit.

I would love the opportunity to discuss how my background, skills, and enthusiasms can be aligned with the goals of [Company Name]. Thank you for considering my application. I am looking forward to the possibility of contributing to your team and am available at your earliest convenience for a discussion.

Sincerely,
[Your Name]