

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. With a background in [Your Field/Industry] and a passion for [related interests or skills], I am excited about the opportunity to contribute to your esteemed team.

In my previous role at [Your Previous Company], I successfully [mention key responsibilities or achievements that relate to the job]. This experience honed my skills in [specific skills relevant to the job], making me a strong candidate for this position.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its values that resonates with you]. I believe that my experience with [relevant experience] aligns well with your needs, and I am enthusiastic about the possibility of bringing my unique skills to your team.

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's Name].

Sincerely,
[Your Name]