

[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 listed at [Company Name] as advertised on [where you found the job posting]. With my background in [your field/industry] and my experience in [relevant experience or skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [describe a relevant responsibility, achievement, or project that pertains to the job]. This experience honed my skills in [relevant skills] and reinforced my ability to [describe qualities that align with the job requirements].

I am particularly drawn to this position at [Company Name] because [mention something specific about the company or its goals that resonates with you]. I admire [something specific about the company], and I believe my skills in [mention relevant skills again] will help me succeed in contributing to [Company's goals or projects].

I have attached my resume for your review and would appreciate the opportunity to discuss how my experiences and vision align with the exciting initiatives at [Company Name]. Thank you for considering my application. I look forward to the opportunity for an interview.

Sincerely,
[Your Name]