

[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 on [where you found the job listing]. With a background in [Your Relevant Experience or Education], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company], I successfully [briefly describe a relevant achievement or experience related to the job]. This experience helped me develop strong [skills related to the job], which I believe would be beneficial for your team at [Company Name].

I am particularly drawn to this position because [mention something specific about the company or job that appeals to you]. I admire [something noteworthy about the company], and I am eager to bring my expertise in [your skills or knowledge] to help achieve [company goals or projects].

Thank you for considering my application. I am looking forward to the possibility of discussing my application further and how I can contribute to the success of [Company Name].

Sincerely,  
[Your Name]