

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 listed at [Company's Name]. With my background in [Your Field/Industry] and my passion for [Specific Aspect of the Job/Company], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience honed my skills in [relevant skills or tools] and reinforced my commitment to [related value or goal].

I am particularly excited about the opportunity at [Company's Name] because [mention something specific about the company or its projects that appeals to you]. I am eager to bring my expertise in [specific skills] to your team and contribute to [specific goals or projects at the company].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a conversation.

Sincerely,
[Your Name]