

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 on [where you found the job posting] at [Company's Name]. With my background in [Your Field/Industry] and [Number] years of relevant experience, I am confident in my ability to contribute effectively to your team and help drive [specific company goal or project].

In my previous role at [Your Current/Previous Company], I successfully [mention a relevant achievement or responsibility related to the job]. This experience has equipped me with a solid understanding of [mention any relevant skills or tools related to the job posting]. I am particularly drawn to [Company's Name] because of [mention something specific about the company or its culture that appeals to you].

I am excited about the opportunity to bring my expertise in [Your Area of Expertise] to [Company's Name]. I am looking forward to the possibility of discussing how my skills and experiences align with the needs of your team. Thank you for considering my application. I hope to discuss my application further in an interview.

Sincerely,
[Your Name]