

[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 [Where You Found the Job Posting]. With my background in [Your Field] and my experience in [Relevant Experience or Skills], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [Describe a Relevant Achievement or Responsibility]. This experience honed my skills in [List Relevant Skills], which I believe align well with the requirements of the [Job Title] position at [Company's Name].

I am particularly drawn to this role because [Explain Why You Want to Work There or Your Interest in the Company/Industry]. I admire [Something Specific About the Company or Its Values] and am eager to bring my expertise in [Your Skills] to your team.

I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the continued success of [Company's Name]. Thank you for considering my application. I hope to speak with you soon.

Sincerely,
[Your Name]