

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 at [Company Name] as advertised on [Where You Found the Job Posting]. With [number] years of experience in [Your Field/Industry] and a proven track record of [relevant skill or accomplishment], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant accomplishment or responsibility]. This experience provided me with valuable skills in [related skills or technologies], which align well with the requirements for this position.

I am particularly drawn to this role at [Company Name] because [mention what you like about the company or the specific position]. I am eager to bring my background in [specific relevant area] to help [specific goal or project of the company].

Enclosed is my resume, which provides additional details about my background. I look forward to the opportunity to discuss how my skills can be beneficial to [Company Name]. Thank you for considering my application.

Sincerely,
[Your Name]