

[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 on [Where You Found the Job Posting] at [Company's Name]. With my background in [Your Field/Industry] and experience in [Relevant Experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I was responsible for [Specific Duties/Projects related to Job], which allowed me to develop skills in [Relevant Skills]. I am particularly drawn to this position at [Company's Name] because [Reason Specific to Company/Job].

I have attached my resume for your review and would love the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]