

[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 a background in [Your Industry/Field] and extensive experience in [specific skills or areas relevant to the job], I am excited about the opportunity to contribute to your team as a remote worker.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility related to the job]. This experience honed my skills in [mention relevant skills], which I believe are directly applicable to the [Job Title] position. I am particularly drawn to this opportunity at [Company's Name] because [mention any specific reason related to the company's mission, values, or projects]. I thrive in remote work environments, as I am highly motivated, organized, and skilled in using collaboration tools such as [mention specific tools/software]. I am confident in my ability to manage time effectively and maintain clear communication with my team.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Please find my resume attached for further details on my background.

Sincerely,  
[Your Name]