

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[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 listed on [where you found the job posting] at [Company Name]. With my background in [Your Field/Industry] and experience in [specific skills or experiences relevant to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company Name], I successfully [describe a relevant experience or achievement that demonstrates your skills]. This experience honed my abilities in [mention specific skills relevant to the job] and equipped me with the knowledge to effectively support [mention any relevant tasks or responsibilities related to the job description]. I am particularly drawn to this position at [Company Name] because [mention specific reasons related to the company or its projects that appeal to you]. I admire [something about the company or its mission], and I believe my skills and passion align well with your team's objectives.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and skills can benefit [Company Name]. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]