

[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 my experience in [specific skills or relevant experiences], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility], which led to [specific result or recognition]. I believe that my skills in [relevant skills] make me a great fit for this position.

I am particularly impressed by [something notable about the company or its projects], and I am eager to bring my expertise in [specific area] to help [Company's Name] achieve [specific goal or vision].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,
[Your Name]