

[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 listed on [where you found the job posting] at [Company Name]. With a background in [Your Field/Industry] and [number] years of experience, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with the necessary skills to excel in the [Job Title] position, including [mention specific skills related to the job description].

I am particularly drawn to this role at [Company Name] because [mention something specific about the company or job that appeals to you]. I believe that my skills in [mention relevant skills] align well with your team's goals.

I am looking forward to the possibility of discussing how my experience and skills can contribute to the continued success and innovation at [Company Name]. Thank you for considering my application. I hope to speak with you soon.

Warm regards,
[Your Name]