

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 at [Company's Name]. With my background in [Your Field/Industry] and [Number] years of experience in [Specific Skills or Role], 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]. This experience honed my skills in [related skill] and enabled me to [another achievement or responsibility]. I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or position]. I am confident that my ability to [mention a relevant skill or quality] will be an asset to your team. I look forward to discussing how my background, skills, and enthusiasms align with the goals of [Company's Name].

Thank you for considering my application. I hope to discuss my application further in an interview.

Sincerely,
[Your Name]