

[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 [specific job title] position at [Company's Name] as advertised on [where you found the job listing]. With my background in [your field or experience] and a strong passion for [industry or specific aspect of the job], I believe I would be a valuable addition 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 [specific skills or knowledge related to the job].

I am particularly drawn to [Company's Name] because [mention something specific about the company or its values that resonates with you]. I am eager to bring my skills in [mention relevant skills] to help contribute to your team and drive success.

I would appreciate the opportunity to discuss how my experience and passion align with the needs of your team. Thank you for considering my request. I look forward to the possibility of working together.

Sincerely,
[Your Name]