

[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 [specific job title] position listed at [where you found the job posting]. With my background in [your relevant experience or field], I am excited about the opportunity to contribute to [Company Name].

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility related to the job], which equipped me with [relevant skills or knowledge]. I am particularly drawn to this position because [reason related to the company or role], and I believe my [skill or experience] aligns perfectly with the needs of your team.

I am eager to bring my expertise in [specific skills or areas] to [Company Name] and help in [specific goals or projects related to the company]. I look forward to the possibility of discussing how my background, skills, and enthusiasms can contribute to the continued success of [Company Name].

Thank you for considering my application. I hope to discuss my application further and am looking forward to the opportunity to speak with you.

Sincerely,
[Your Name]