

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 at [Where You Found the Job Posting]. With my background in [Your Field or Industry] and my experience in [Relevant Skills or Experiences], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [specific skills related to the job you're applying for], which I believe would be beneficial in handling the responsibilities outlined in the job description.

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its projects/mission]. I admire [something specific about the company], and I am eager to contribute to [specific goals or values of the company].

I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. I am looking forward to the possibility of contributing to [Company's Name] and am excited about the direction the company is heading.

Thank you for considering my application. I hope to speak with you soon.

Sincerely,
[Your Name]