

[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 at [Company's Name] as advertised on [where you found the job listing]. With a [degree/experience] in [Your Field/Specific Skill] and a passion for [related interest/industry], I believe I would be a valuable addition to your team.

In my previous role at [Previous Company], I successfully [specific achievement or responsibility that relates to the job], which resulted in [quantifiable outcome or impact]. This experience honed my skills in [relevant skill] and demonstrated my ability to [related skill or quality relevant to the job].

What excites me most about [Company's Name] is [specific detail about the company or its goals that resonates with you]. I admire how your team [mention any specific project, value, or mission], and I am eager to contribute my expertise in [your skill or knowledge area relevant to the company].

I am particularly skilled in [list any specific software, tools, or methods relevant to the job], and I thrive in environments that [describe any work environment or culture you excel in]. My dedication to [mention any professional value or work ethic] aligns perfectly with [Company's Name]'s mission of [company mission or value].

I would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your team. I am looking forward to the possibility of contributing to [Company's Name] and would appreciate the chance to interview for the [Job Title] position. Thank you for considering my application.

Sincerely,
[Your Name]