

[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 on [Where You Found the Job Posting]. With a background in [Your Field/Industry] and a passion for [Specific Skill/Interest Related to the Job], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [Mention a Relevant Achievement or Responsibility]. This experience has equipped me with a comprehensive skill set that I believe aligns perfectly with the requirements of the [Job Title] position. I have honed my abilities in [List Relevant Skills or Tools], which I am eager to bring to [Company's Name].

I am particularly drawn to this position because [Mention Something Specific About the Company or Role that Appeals to You]. I admire [Company's Values/Projects] and believe my expertise can help [Mention How You Can Contribute to the Company/Team].

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and skills can benefit [Company's Name]. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]