

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 at [Company's Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and experience in [relevant skills or qualifications], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [mention a relevant accomplishment or responsibility related to the position]. This experience has equipped me with [specific skills or insights related to the job].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its goals that resonates with you]. I believe my skills in [mention any relevant skills] would be a great asset to your team.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Please find my resume attached for your reference.

Sincerely,
[Your Name]