

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 [Job Title] position at [Company Name] as advertised on [where you found the job posting]. With my background in [Your Field/Industry] and [Number] years of experience in [specific skills or relevant experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility], which resulted in [quantifiable outcome, if possible]. This experience honed my skills in [relevant skills] and deepened my understanding of [industry-specific knowledge]. I am particularly drawn to this position at [Company Name] because [mention something specific about the company or role that interests you]. I am eager to bring my expertise in [specific skills or experience] to help [Company Name] achieve [specific goal or mission].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. I am available at your convenience for an interview.

Sincerely,
[Your Name]