

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name - WXYZ]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at WXYZ, as advertised [where you found the job listing]. With my background in [Your Field/Industry] and my enthusiasm for [specific aspect related to the company or role], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention any relevant achievement or responsibility]. This experience has equipped me with [specific skills or knowledge relevant to WXYZ]. I am particularly drawn to WXYZ because [mention something specific about the company or its projects that attracts you].

I excel in [mention key skills or experiences that relate to the job description], which I believe align well with the requirements of the [Job Title] position. My ability to [mention a relevant soft skill or technical skill] has allowed me to [provide a specific example of how you've effectively used this skill].

I am excited about the opportunity to bring my unique talents to the WXYZ team and to contribute to [mention any specific goal or project pertinent to the company]. Thank you for considering my application. I look forward to the possibility of discussing how I can assist in achieving [specific company goals or projects] at WXYZ.

Sincerely,
[Your Name]