

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[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 [where you found the job listing]. With my background in [Your Field/Industry] and a strong commitment to [Relevant Skill or Value], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [describe a relevant experience or achievement that relates to the job]. This experience honed my abilities in [specific skills or competencies relevant to the job] and solidified my passion for [related field or industry aspect].

At [Company's Name], I am particularly drawn to [mention something specific about the company or its values that resonates with you]. I am eager to bring my expertise in [specific skills or knowledge] to help [Company's Name] achieve [specific goal or mission].

I have attached my resume for your review, and I would welcome the chance to further discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name] as part of your talented team.

Sincerely,  
[Your Name]