

[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 at [Company's Name]. With a background in [Your Field/Industry] and [number] years of experience in [relevant skills or experiences], I am excited about the opportunity to contribute to your team.

Throughout my career, I have developed skills in [mention specific skills or experiences relevant to the job]. For instance, in my previous position at [Your Previous Company], I [describe a relevant achievement or responsibility].

I am particularly drawn to this role at [Company's Name] because [explain why you are interested in this company/position]. I believe that my expertise in [specific skill or area] aligns well with your needs. I am eager to bring my [specific qualities or skills] to [Company's Name] and help [mention something specific about the company's goals or projects].

Thank you for considering my application. I look forward to the possibility of discussing my application in more detail.

Sincerely,  
[Your Name]