

[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 [Position Title] at [Company's Name] as advertised [where you found the job listing]. With a background in [Your Field/Expertise] and a passion for [related subject/industry], 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 that demonstrates your skills]. This experience has honed my skills in [related skills] and deepened my understanding of [relevant industry knowledge].

I am particularly drawn to [Company's Name] because [reason why you want to work for this company]. I admire [mention any specific company values, projects, or goals that resonate with you], and I believe my background in [Your Expertise] aligns well with your team's objectives.

I am eager to bring my expertise in [specific skills related to the job] to [Company's Name] and contribute to [specific goal or project]. I am looking forward to the possibility of discussing this exciting opportunity with you.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]