

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email]
[Your 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 listing]. With my background in [Your Relevant Experience or Field], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company Name], I successfully [mention any relevant achievements or responsibilities that align with the job description]. This experience has equipped me with the skills necessary to excel in the [Job Title] role, particularly [mention specific skills or technologies related to the job].

I am particularly drawn to [Company Name] because [mention something specific about the company or its culture that appeals to you]. I believe that my passion for [your field or industry] and my commitment to [relevant values or goals] make me a perfect fit for your team.

I am eager to bring my expertise in [specific skills] and my proactive approach to [job responsibilities] at [Company Name]. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Thank you for considering my application. I hope to discuss my application further in an interview.

Sincerely,
[Your Name]