

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and [Number] years of experience in [Specific Skills or Relevant Experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant accomplishment or responsibility that relates to the job you're applying for]. This experience honed my [specific skill related to the job] and taught me the importance of [related value or lesson].

I am particularly drawn to this position at [Company's Name] because [reason related to the company's values, projects, or culture]. I admire [specific aspect of the company or team], and I am excited about the possibility of bringing my expertise in [Your Skill/Field] to your organization.

I would welcome the opportunity to discuss how my background, skills, and enthusiasms 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].

Warm regards,  
[Your Name]