

[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 advertised on [where you found the job posting]. With my background in [Your Field/Industry] and a proven track record of [specific achievement or experience related to the job], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [specific responsibility or project that relates to the job you're applying for]. This experience has equipped me with [relevant skills or knowledge], which I believe will be an asset to your team.

I am particularly drawn to this position because of [something specific about the company or its values/projects that resonates with you]. I am eager to bring my expertise in [relevant skills or areas] to [Company's Name] and help achieve [specific goals or initiatives related to the company].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your team.

Sincerely,
[Your Name]