

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 [Position Title] position at [Company Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and my skills in [relevant skills or experiences], I believe I am a strong candidate for this role.

In my previous position at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that aligns with the job you're applying for]. This experience honed my abilities in [specific skills relevant to the job] and has prepared me well for the challenges at [Company Name].

I am particularly drawn to this position at [Company Name] because [reason related to the company or the role]. I admire [something specific about the company or its culture], and I am excited about the opportunity to contribute to [specific goals or projects of the company].

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and skills can contribute to the success of [Company Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a conversation.

Sincerely,
[Your Name]