

[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 [Job Title] position at [Company Name] as advertised on [where you found the job listing]. With a background in [Your Field/Industry] and [number] years of experience in [relevant skills or areas], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully [mention a relevant accomplishment or project that aligns with the job]. This experience has equipped me with a strong [specific skill or trait relevant to the job] that I believe will be beneficial to your company. I am particularly drawn to this position at [Company Name] because [mention something specific about the company or its values that appeals to you]. I am excited about the opportunity to bring my unique skills to your team and help achieve [mention any relevant company goals or projects].

Thank you for considering my application. I look forward to the opportunity to further discuss how I can contribute to [Company Name] and I'm eager to provide more information in an interview.

Sincerely,
[Your Name]