

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

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 Field/Industry] and experience in [relevant experience or skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility that aligns with the job you're applying for]. This experience honed my skills in [mention relevant skills], which I believe will be instrumental in delivering results at [Company Name]. I am particularly drawn to this position at [Company Name] because [explain why you're interested in the company or role]. I admire [something specific about the company or its culture], and I am eager to bring my [specific skills or qualities] to your team.

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 [Company Name]. I am excited about the possibility of contributing to your team and am eager to provide further information during a personal interview.

Sincerely,
[Your Name]