

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

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 listing]. With my background in [Your Field/Area of Expertise] and relevant experience, I am confident in my ability to contribute effectively to your team. In my previous role at [Your Previous Company], I successfully [describe key responsibilities or projects]. This experience has equipped me with [mention relevant skills or technologies], which I believe aligns well with the requirements of your position.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its projects that resonates with you]. I am enthusiastic about the opportunity to utilize my skills in [specific skills related to the job] to help drive [mention any goals or projects relevant to the position].

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

Sincerely,
[Your Name]