

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your 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 Posting]. With my background in [Your Field/Industry] and a proven track record of [Relevant Experience or Skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [Your Key Achievement or Responsibility related to the Job], which led to [Result or Impact]. This experience honed my abilities in [Skills related to the Job], making me a strong candidate for the [Job Title] role.

I am particularly impressed by [Aspect of the Company or Team that Attracts You] and believe that my values align with [Company's Values or Goals]. I am eager to bring my expertise in [Specific Skill or Experience] to [Company's Name] and help contribute to [Company's Goal or Project].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email].

Warm regards,  
[Your Name]