

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 [Job Board/Company Website]. With my background in [Your Field/Industry] and my skills in [Relevant Skills], I am confident I would be a valuable addition to your team.

During my previous role at [Previous Company Name], I successfully [mention a relevant achievement or responsibility]. This experience honed my [specific skill] and deepened my understanding of [related area or industry], making me well-suited for the challenges presented in the [Job Title] role.

I am particularly drawn to [Company Name] because [reason related to the company or its values]. I believe my [specific skills/attributes] align with your needs and will contribute to [Company Goal/Project].

Enclosed is my resume, which provides additional details about my professional journey. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name]. Thank you for considering my application.

Sincerely,
[Your Name]