

[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 [Where You Found the Job Posting]. With my background in [Your Field/Experience] and a strong commitment to [Relevant Skills/Values], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [Briefly Describe an Achievement or Responsibility Related to the Job]. This experience has equipped me with [Relevant Skills or Knowledge], and I am eager to bring these to [Company Name].

I am particularly drawn to this position because [Explain Why the Company or Role Appeals to You]. I admire [Company Value/Project/Goal], and I believe my skills in [Your Skills Related to the Job] align well with your team's objectives.

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]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a conversation.

Sincerely,  
[Your Name]