

[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 Posting]. With a strong background in [Your Field/Industry] and a passion for [Related Interest], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that showcases your skills]. This experience has equipped me with the skills necessary to [mention a relevant skill related to the job description].

I am particularly drawn to this position at [Company Name] because [reason specific to the company or role]. I admire [something notable about the company or its mission], and I believe my background in [Your Field] aligns well with your goals.

I would love the opportunity to discuss how my experiences and vision align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] and am eager to discuss this exciting opportunity with you.

Warm regards,  
[Your Name]