

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 listing]. With my background in [Your Field/Industry] and [Number] years of experience in [Relevant Skill/Area], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility related to the job], which resulted in [quantifiable outcome]. This experience honed my skills in [relevant skills related to the job], and I am eager to bring this expertise to [Company's Name].

[Add a paragraph about your skills, accomplishments, or experiences that align with the job description. Customize this to highlight why you are a strong fit for the position.]

I am particularly drawn to this opportunity at [Company's Name] because [reason specific to the company or its projects/values]. I admire [something notable about the company], and I am excited about the prospect of contributing to [specific goals or projects at the company]. Thank you for considering my application. I look forward to the opportunity to further discuss how my skills and experiences align with the needs of your team. I can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]