

[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 Listing]. With my background in [Your Field/Industry] and my skills in [Relevant Skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [Achievement or Responsibility Relevant to Job]. This experience has equipped me with a solid foundation in [Relevant Experience or Skill]. I am particularly drawn to this position at [Company's Name] because [Reason Specific to Company or Role]. I admire [Aspect of Company] and believe that my expertise in [Your Area of Expertise] aligns well with your goals.

I am excited about the opportunity to bring my unique skills to [Company's Name] and help contribute to [Company's Goals or Projects]. Thank you for considering my application. I look forward to the opportunity to discuss how I can support your team in achieving its objectives.

Sincerely,
[Your Name]