

[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 [number of years] years of experience in [specific skills or relevant experience], I am excited about the opportunity to contribute to your team.

At [Your Previous Company], I successfully [mention a relevant achievement or responsibility that relates to the job]. This experience has honed my skills in [specific skills] and developed my ability to [mention relevant soft skills or qualities]. I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or role that interests you].

I am eager to bring my background in [Your Field/Area of Expertise] to [Company's Name] and help achieve [mention any company goals or projects]. Enclosed is my resume for your review. I look forward to the possibility of discussing how my qualifications align with the needs of your team.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]