

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 listing]. With my background in [your field/industry] and skills in [relevant skills], I am confident in my ability to contribute effectively to your team and help achieve [Company's goals/mission].

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my abilities in [specific skills or tasks related to the job], which I believe aligns well with the requirements outlined in the job description.

I am particularly drawn to this position at [Company Name] because [mention what you admire about the company or how it aligns with your career goals]. I am excited about the opportunity to bring my expertise in [your area of expertise] to your team and assist in [specific projects or goals related to the job].

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,
[Your Name]