

[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 experience in [Relevant Skills or Expertise], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company], I [describe a relevant responsibility or achievement that showcases your skills]. This experience honed my ability to [related skill or outcome], which I believe aligns with the needs of your team at [Company's Name].

I am particularly drawn to this position because [mention what attracts you to the job or company]. I admire [specific aspect of the company or its mission] and I am eager to bring my expertise in [related skill or area] to support [Company's Name]'s goals.

I have attached my resume for your review and would welcome the opportunity to discuss how my background, skills, and enthusiasms can be in line with the exciting work at [Company's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,  
[Your Name]