

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 listed on [where you found the job listing]. With my background in [Your Field/Industry] and my passion for [related skills or experiences], I am confident in my ability to contribute effectively to [Company Name].

In my previous role at [Your Last Company], I [describe a relevant experience or responsibility]. This experience has equipped me with [specific skills or expertise related to the job]. I am particularly excited about the opportunity to [mention something specific about the job or company], and I believe my experience in [related skills] aligns well with your team's goals.

I am eager to bring my skills in [list a few skills relevant to the job] to [Company Name] and contribute to [mention any specific project, value, or initiative of the company]. I am looking forward to the possibility of discussing this exciting opportunity with you.

Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]