

[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 listed at [Company Name]. With my background in [Your Field/Industry] and a proven track record of [Relevant Experience or Achievements], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company Name], I successfully [Briefly describe a relevant responsibility or achievement]. This experience has equipped me with the skills necessary to [mention how it relates to the desired job]. I am particularly drawn to this position because [mention something specific about the company or role that excites you].

I am eager to bring my expertise in [relevant skills or experience] to [Company Name] and contribute to [specific goals or projects of the company]. I have attached my resume for your review, and I would appreciate the opportunity to discuss how my background and enthusiasms align with the goals of your team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]