

[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 posting]. With a background in [Your Field/Industry] and [X years] of experience in [specific skills or areas related to the job], I believe I am a strong candidate for this role.

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility that aligns with the job you're applying for]. This experience has equipped me with the skills necessary to [mention how these skills relate to the job you're applying for].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its values that resonates with you]. I am eager to contribute to [mention any relevant project or goal of the company] and be a part of your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team.

Sincerely,  
[Your Name]