

[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 [where you found the job listing]. With my background in [Your Field/Industry] and my experience in [specific skills or experiences related to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [describe a relevant accomplishment or responsibility that relates to the job you're applying for]. This experience has equipped me with [specific skills or insights related to the new job], which I believe will be beneficial for [Company's Name].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its projects that appeals to you]. I am eager to bring my background in [Your Field/Skills] to help [Company's Name] achieve its goals and continue its legacy of [specific company value or achievement].

Thank you for considering my application. I look forward to the opportunity to further discuss how my skills and experiences align with the needs of your team. Please feel free to contact me at [Your Phone Number] or [Your Email] to schedule a conversation.

Sincerely,  
[Your Name]