

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Hiring Manager's Name],
I am writing to express my interest in the [Position Title] at [Company's Name] as advertised [where you found the job listing]. With a background in [Your Field/Area of Expertise] and a passion for [related interest], I believe I would be a great addition to your team.

In my previous role at [Your Previous Company], I successfully [specific task or achievement related to the position], which resulted in [positive outcome]. This experience honed my skills in [relevant skills or tools], and I am excited about the opportunity to bring my expertise to [Company's Name].

I am particularly drawn to this position at [Company's Name] because [specific reason related to the company or its mission]. I admire [something specific about the company], and I am eager to contribute to [specific goal or project of the company].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email] to arrange a conversation.

Sincerely,
[Your Name]