

[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 at [Company Name] as advertised on [where you found the job listing]. With a background in [Your Field/Industry] and [number] years of relevant experience, I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [describe a key responsibility or achievement relevant to the new position]. This experience honed my skills in [relevant skills or competencies], which I believe will be beneficial in the [Job Title] role at [Company Name]. I am particularly drawn to this position because of [mention something specific about the company or its mission that resonates with you]. I admire [Company Name]'s commitment to [specific values or initiatives] and am eager to bring my skills in [specific skills] to help advance these goals.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the team at [Company Name]. I am excited about the possibility of contributing to [specific project, value, or initiative at the company].
Sincerely,
[Your Name]