

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Company/Organization 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/Organization Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and a demonstrated ability to [mention relevant skills or experiences], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company Name], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [specific skills related to the job], making me a perfect fit for the [Job Title] position.

I am particularly drawn to this opportunity at [Company/Organization Name] because [mention what excites you about the company or role]. I am eager to bring my expertise in [your area of expertise] to your team and help [Company's goal or project].

Enclosed is my resume that further outlines my qualifications. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,

[Your Name]

[LinkedIn Profile URL or other relevant link, if applicable]