

[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 listing]. I believe my experience in [Your Relevant Experience] and my passion for [Industry or Field] make me a perfect fit for this role.

In my previous role at [Your Previous Company], I [describe a relevant task or responsibility]. This experience taught me [what you learned or skills gained], and I am eager to bring that expertise to [Company's Name].

I am particularly drawn to this position because [explain why you are interested in the role or company]. I admire [something specific about the company] and would love the opportunity to contribute to [mention a specific goal or project the company is involved in].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. I can be reached at [Your Phone Number] or [Your Email] to schedule a conversation.

Sincerely,
[Your Name]