

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

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 my background in [Your Field/Industry] and experience in [Relevant Experience or Skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company], I successfully [mention relevant achievement or responsibility]. This experience has equipped me with [specific skills or knowledge relevant to the job]. I am particularly drawn to [Company Name] because [reason related to the company or its mission].

I am eager to bring my expertise in [your key skills or experiences] to [Company Name] and help drive [mention any specific goals the company has]. I am confident that my [mention a personal trait or quality] will allow me to add significant value to your team.

Thank you for considering my application. I look forward to the opportunity to 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 arrange a convenient time for a discussion.

Sincerely,
[Your Name]