

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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]. With my skills in [your relevant skills/experience] and my passion for [industry or field], I am confident that I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility], which resulted in [outcome or benefit to the company]. I am particularly drawn to this position at [Company's Name] because [specific reason related to the company or role].

I look forward to the opportunity to discuss my application further and how I can contribute to [Company's Name]. Thank you for considering my application.

Sincerely,
[Your Name]