

[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 listed at [Company's Name]. With my background in [Your Field/Industry] and my skills in [Relevant Skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [Briefly Describe a Relevant Achievement or Responsibility]. This experience has equipped me with [Skills or Qualities Relevant to the Job You're Applying For], which I believe aligns with the goals of [Company's Name].

I am particularly impressed by [Something Notable About the Company or its Projects], and I would be thrilled to bring my expertise in [Your Expertise] to help [Company's Name] achieve its objectives.

I have attached my resume for your review, and I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the success of your team. Thank you for considering my application.

Sincerely,  
[Your Name]