

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[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 [where you found the job listing]. With my background in [Your Field/Area of Expertise] and [X] years of experience in [Relevant Experience/Skills], I am confident in my ability to contribute to your team.

At [Your Previous Company/Role], I successfully [describe a relevant achievement or responsibility]. I am particularly drawn to this position because [mention something specific about the company or role that appeals to you].

I have attached my resume for your review, and 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]