

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

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 [number] years of experience in [relevant experience or skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a specific achievement or responsibility that relates to the job]. This experience honed my skills in [relevant skills] and taught me the importance of [mention a value or lesson relevant to the new position].

I am particularly drawn to this position at [Company Name] because [explain why you are interested in the company or position, mentioning any known projects or values]. I admire [specific aspect of the company or team] and am excited about the opportunity to bring my skills in [mention relevant skills/experiences] to your esteemed organization.

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 Address] to arrange a meeting.

Sincerely,  
[Your Name]