

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 on [Where You Found the Job Posting] at [Company's Name]. With a background in [Your Field/Industry] and a proven track record of [Relevant Skills or Experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [Describe a Relevant Achievement or Responsibility]. This experience has equipped me with the skills necessary to excel in the [Job Title] position. I am particularly drawn to this opportunity at [Company's Name] because [Reason for Choosing the Company/Position].

I am excited about the chance to bring my unique talents to [Company's Name] and help achieve [Company's Goals or Values]. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Thank you for considering my application. I hope to discuss my application with you further.

Sincerely,
[Your Name]