

[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 posting]. With a background in [Your Field/Industry] and a passion for [relevant interests/skills], I am excited about the opportunity to contribute to your team.

During my previous role at [Previous Company Name], I successfully [describe a relevant achievement or responsibility that aligns with the job]. This experience honed my skills in [related skills] and reinforced my commitment to [specific goal or value relevant to the job].

I am particularly drawn to [Company's Name] because of [specific reason related to the company's mission, values, or projects]. I believe that my expertise in [specific skills or experience] would be a great fit for your team.

I am eager to bring my [specific qualities or skills you possess] to [Company's Name] and am excited about the possible contributions I could make. I look forward to the opportunity to discuss my application in more detail and am available for an interview at your earliest convenience. Thank you for considering my application. I hope to hear from you soon.

Warm regards,
[Your Name]