

[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 listing]. With my background in [Your Field/Industry] and [Number] years of experience in [specific skills or roles], I believe I am well-equipped to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that demonstrates your qualifications]. This experience honed my skills in [related skills or techniques], which I am eager to bring to [Company's Name].

I am particularly drawn to this position because [mention something specific about the company or its goals that resonates with you]. I am impressed by [Company's achievement, mission, or values] and I am excited about the opportunity to contribute to [specific project or aspect of the company].

Enclosed is my resume, which provides additional details about my professional journey. I look forward to the chance to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I hope to speak with you soon.
Sincerely,
[Your Name]