

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 listed at [Company Name]. With my background in [Your Field/Industry] and my experience in [relevant experience], I am confident that I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant accomplishment or responsibility]. This experience has equipped me with a strong foundation in [specific skills related to the job], making me well-suited for the challenges of this position.

I am particularly drawn to [Company Name] because of [specific reason related to the company or its values]. I admire [specific project, achievement, or value], and I would be excited to contribute to such initiatives.

I have attached my resume for your review and would welcome the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I look forward to the possibility of speaking with you soon.

Sincerely,
[Your Name]