

[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 my skills in [specific skills related to the job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [briefly describe a relevant achievement or responsibility]. This experience has equipped me with a solid foundation in [relevant skills or experiences related to the job].

I am excited about the opportunity to bring my unique talents to [Company's Name] and contribute to your continued success. Thank you for considering my application. I look forward to the opportunity to discuss how I can be an asset to your team.

Sincerely,
[Your Name]