

[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 Relevant Experience or Qualification] and a passion for [Industry/Field], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility that relates to the job]. This experience has equipped me with the skills necessary to excel in the [Job Title] role, particularly [mention specific skills or qualifications that match the job description].

[Add another paragraph that highlights more achievements, skills, or experiences that align with the job requirements.]

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its culture that appeals to you]. I am eager to bring my expertise in [Your Skill/Industry] to your team and help [mention specific goals or projects of the company]. Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a convenient time for an interview.

Sincerely,
[Your Name]