

[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 my background in [Your Field/Industry] and experience in [Relevant Skills or Experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [Briefly Describe Accomplishments or Responsibilities Relevant to the Job]. This experience honed my skills in [Specific Skills Related to the Job], and I am excited about the opportunity to bring this expertise to [Company's Name].

I am particularly drawn to this position at [Company's Name] because [Reason Why You Are Interested in the Company or Position]. I admire [Something Specific About the Company or Its Values], and I believe that my skills align well with the goals of your team.

I am looking forward to the opportunity 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]