

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 advertised at [Company Name], as listed on [where you found the job posting]. With my background in [your field/industry] and my experience with [relevant skills or experiences related to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention an achievement or responsibility relevant to the job you're applying for]. This experience has equipped me with the ability to [mention relevant skills or qualifications], which I believe are essential for the [Job Title] position at [Company Name].

I am particularly drawn to this opportunity at [Company Name] because [mention something specific about the company or its mission that resonates with you]. I am eager to bring my expertise in [specific skills/technologies] to help [Company Name] achieve its goals.

I would love the chance 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 contributing to [Company Name] and am excited about the opportunity to discuss my candidacy further.

Sincerely,
[Your Name]