

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 [Position Title] position at [Company Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and a proven track record of [specific achievements or skills related to the position], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [specific task or project that highlights your experience]. This experience honed my skills in [relevant skills], and I am eager to bring this expertise to [Company Name].

I am particularly drawn to this position because [reason specific to the company or role]. I admire [something specific about the company or its values], and I believe my [traits/skills] align well with your team's goals.

I would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed company.

Sincerely,
[Your Name]