

[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 [mention where you found the job listing]. With my background in [Your Field/Expertise] and my skills in [relevant skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention an accomplishment or responsibility relevant to the new position]. This experience has equipped me with [specific skills or knowledge] that I believe align well with the goals of [Company's Name].

I am particularly drawn to this opportunity at [Company's Name] because of [mention what attracts you to the company/role]. I admire [specific detail about the company or its projects], and I am eager to bring my expertise in [mention relevant skills or experiences] to your team.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a conversation.

Sincerely,
[Your Name]