

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 enthusiasm for the [Job Title] position at [Company Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and my passion for [relevant interest related to the job], I am excited about the opportunity to contribute to your team.

From my experiences at [Previous Company/Experience], I developed [specific skills or experiences relevant to the job]. I am particularly drawn to this role at [Company Name] because of [specific reason related to the company or its mission]. I believe that my [specific skill or attribute] would be an asset to your team and help achieve [specific goal of the company].

Throughout my career, I have demonstrated [another relevant skill or quality] by [specific example]. I am eager to bring this experience to [Company Name] and collaborate with your talented team.

I have attached my resume for your review and would welcome the chance to discuss my application in more detail. Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Warmest regards,

[Your Name]