

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your 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 [where you found the job posting]. With my background in [Your Field/Industry] and a passion for [Specific Area Related to Job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that aligns with the job], which resulted in [quantifiable result or impact]. My experience has equipped me with [mention relevant skills or experiences], and I am excited about the opportunity to bring my expertise to [Company's Name].

I am particularly impressed by [mention something notable about the company or its values], and I believe that my skills in [list relevant skills] would be an excellent match for your team. I am eager to collaborate with talented professionals and contribute to [specific project or goal relevant to the company].

Enclosed is my resume, which provides further detail about my work history and accomplishments. I would welcome the opportunity to discuss how my qualifications align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name] and am excited about the future.

Sincerely,

[Your Name]

[Attachment: Resume]