

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 enthusiasm for the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. With a background in [your field or expertise], I am excited about the opportunity to contribute to your team and help drive success at [Company's Name].

Throughout my career, I have developed a strong skill set that includes [mention key skills or experiences relevant to the job]. My recent role at [Your Previous Company] involved [describe a relevant responsibility or achievement]. This experience honed my ability to [mention any relevant talents or accomplishments that relate to the job].

What excites me most about [Company's Name] is [specific aspect of the company or team that appeals to you]. I am particularly drawn to [specific project, value, or goal of the company], and I believe my experience in [related experience] would allow me to make a positive impact on your team.

I am eager to bring my background in [your expertise] to [Company's Name] and contribute to your continued success. Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team.

Warm regards,

[Your Name]

[Attachment: Resume]