

[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 strong interest in the [Job Title] position at [Company's Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and a passion for [Relevant Passion Related to the Job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [Describe a Relevant Achievement or Responsibility]. This experience honed my skills in [Relevant Skills] and solidified my commitment to delivering [Result or Outcome Related to the Job]. I am particularly drawn to this position at [Company's Name] because [Specific Reason Related to the Company or Role].

I am skilled in [List Relevant Skills or Tools], and I pride myself on my ability to [Describe a Personal Trait or Professional Skill Relevant to the Job]. I believe my experience aligns well with the goals of [Company's Name], and I am eager to bring my expertise in [Your Expertise Area] to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of [Company's Name].

Warm regards,  
[Your Name]