

[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 listed at [Company's Name]. With my background in [Your Field/Area of Expertise] and my passion for [Industry/Specific Interest], I believe I am a strong candidate for this role.

In my previous position at [Your Previous Company], I [describe relevant experience, skills, or achievements]. This experience has equipped me with the skills needed to contribute effectively to your team, particularly in [specific area related to the job].

I am drawn to [Company's Name] because [mention something specific about the company or its values that resonates with you]. I am excited about the opportunity to bring my unique talents to your esteemed organization and help [mention a goal or project relevant to the company].

I have attached my resume for your review and would appreciate the opportunity to discuss my application in further detail. Thank you for considering my application. I look forward to hearing from you soon.

Sincerely,
[Your Name]