

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 on [Where You Found the Job Posting]. With a background in [Your Field/Industry] and a proven track record of [Relevant Experience or Skills], I am confident in my ability to contribute positively to your team.

In my previous role at [Your Last Company], I successfully [Briefly Describe a Relevant Achievement or Responsibility]. This experience honed my skills in [Relevant Skills Related to the Job], making me well-equipped to handle the challenges of this position.

I am particularly drawn to [Company's Name] because [Reason Why You Are Interested in the Company or Its Values/Goals]. I admire [Specific Project, Value, or Aspect of the Company] and am eager to bring my expertise in [Your Strongest Skill or Experience] to contribute to your team.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,
[Your Name]