

[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 interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. With my background in [Your Field/Experience] and a proven track record of [mention any relevant achievements or skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant responsibility or achievement], which resulted in [discuss the positive outcome or impact]. My skills in [mention relevant skills or technologies] align well with the requirements listed in the job description.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its values that resonates with you]. I believe my [mention qualities or experiences that would be valuable to the company] would make me a strong fit for your team.

I would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]