

[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 at [Company's Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and proven experience in [relevant skills or experiences], I am confident in my ability to contribute effectively 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 [related skill], and I am eager to bring this expertise to [Company's Name]. I am particularly impressed by [something specific about the company or its projects], and I believe my passion for [related passion or interest] aligns well with your team's objectives.

I am excited about the opportunity to work with [Company's Name] and contribute to [specific goals or projects of the company]. I am looking forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of your team.

Thank you for considering my application. I hope to speak with you soon.  
Sincerely,  
[Your Name]