

[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 listed at [Where You Found the Job Posting]. With my background in [Your Field/Industry] and a strong commitment to [Your Relevant Skill/Quality], I am excited about the opportunity to contribute to [Company's Name]. In my previous role at [Your Previous Company], I [Describe a relevant experience or achievement that makes you a strong candidate for the position]. I believe that this experience has equipped me with the unique skills and perspectives necessary to thrive in the [Job Title] role at [Company's Name].

I am particularly drawn to [Company's Name] because [Reason why you want to work for the company or what you admire about it]. I am eager to bring my expertise in [Specific Skills or Experiences Related to the Job] to your team and contribute to [Specific Goals or Projects of the Company]. Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]