

[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 [where you found the job posting]. With my background in [Your Field/Industry] and my skills in [Relevant Skills/Experience], I am confident that I can contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility related to the job]. This experience equipped me with [mention any relevant skills or experiences that relate to the job], as outlined in the job description.

I am particularly drawn to [Company's Name] because [reason related to the company or its values/mission]. I admire [specific detail about the company], and I believe my experience aligns well with your team's objectives.

I am excited about the possibility of bringing my unique expertise to [Company's Name]. Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms could be a perfect match for your team.

Sincerely,
[Your Name]