

[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 a strong background in [Your Field/Industry] and a passion for [Relevant Interest/Skill], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [Briefly Describe a Relevant Achievement or Responsibility]. This experience honed my skills in [Key Skills Relevant to the Job] and reinforced my commitment to [Relevant Value or Mission Related to the Company]. I am particularly drawn to [Company's Name] because of [Specific Reason Related to the Company or Position].

I am eager to bring my expertise in [Relevant Skills] to [Company's Name] and am confident that my proactive approach and dedication will be an asset to your team. I look forward to the possibility of discussing how I can contribute to the continued success of your organization.

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