

[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 Posting]. With my background in [Your Field/Industry] and my skills in [Relevant Skills or Experience], 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 Accomplishment or Responsibility]. This experience has equipped me with [Skills or Knowledge Related to the Job], making me a strong candidate for this position.

I am particularly drawn to [Company's Name] because [Reason for Interest in the Company or Its Values/Goals]. I believe that my values align well with your company's mission, and I am eager to bring my expertise in [Your Expertise/Industry] to help meet your goals.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences can benefit [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]