

[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 listing]. With a background in [Your Field/Industry] and [number of years] years of experience in [specific skills or areas of expertise], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that demonstrates your skills]. This experience honed my ability to [mention key skills relevant to the job], which I believe will be beneficial for the [Job Title] position. I am particularly drawn to [Company's Name] because [mention something specific about the company or its values that resonates with you]. I am eager to bring my background in [specific skills or experiences] to help [mention how you can contribute to the company's goals or projects].

Enclosed is my resume that further outlines my qualifications. I look forward to the opportunity to discuss how my experience and skills can contribute to the success of [Company's Name]. Thank you for considering my application.

Sincerely,  
[Your Name]