

[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 at [Company's Name] as advertised on [where you found the job posting]. With my background in [Your Field/Industry] and my skills in [Specific Skills Related to the Job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant accomplishment or responsibility]. This experience honed my abilities in [mention relevant skills or areas of expertise] and allowed me to develop a strong understanding of [mention any relevant knowledge related to the new job].

I am particularly attracted to this position at [Company's Name] because [explain what appeals to you about the company or the role]. I admire [mention any specific values or achievements of the company] and I am eager to bring my [specific traits or skills] to your team.

Enclosed is my resume for your review. I look forward to the opportunity to discuss how my experience and skills align with the needs of your team. Thank you for considering my application.

Sincerely,  
[Your Name]