

[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 my background in [Your Field/Industry] and my skills in [Relevant Skills or Experiences], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company], I [describe a relevant achievement or responsibility that relates to the job you are applying for]. This experience honed my ability to [mention a skill or competency], which I believe aligns well with the goals of [Company's Name].

I am particularly impressed by [mention something specific about the company or its values] and I am eager to bring my expertise in [relevant area] to help drive [Company's Name]'s success. I believe that my proactive approach and strong work ethic will complement the innovative environment at [Company's Name].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences can add value to your team.

Sincerely,  
[Your Name]