

[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 listing]. With a background in [your field/industry], I am excited about the opportunity to contribute to your team.

Throughout my career, I have developed skills in [mention relevant skills or experiences related to the job]. My previous role at [Your Previous Company] allowed me to [describe a relevant experience or achievement]. I believe my experience and passion for [industry/field] make me a great fit for this position.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its values]. I admire [specific attribute of the company], and I am eager to bring my expertise in [your skills/field] to enhance your team's success.

I have attached my resume for your review, which provides further details about my background. I am looking forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I hope to hear from you soon to schedule an interview.

Sincerely,
[Your Name]