

[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 Listing]. With my background in [Your Industry/Field] and extensive experience in [Relevant Skills or Experience], I am confident in my ability to contribute effectively to your team.

During my time at [Your Previous Company], I successfully [Specific Achievement or Responsibility that Relates to the Job]. This experience honed my skills in [Relevant Skills] and reinforced my passion for [Industry/Field or Specific Aspect of the Job]. I am particularly impressed by [Something Noteworthy About the Company or Its Projects] and would be excited to bring my expertise in [Relevant Skills or Areas] to [Company's Name].

I am eager to discuss how my experiences and skills can benefit your team. Thank you for considering my application. I look forward to the opportunity to interview.

Sincerely,  
[Your Name]