

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip]

Dear [Hiring Manager's Name],  
I am writing to express my interest in the [Position Title] at [Company's Name] as advertised on [Where You Found the Job Listing]. With a background in [Your Field/Experience] and a strong passion for [Relevant Skills/Interests], I am excited about the opportunity to contribute to your team's success.

In my previous role at [Your Previous Company], I [describe a relevant experience, achievement, or responsibility that aligns with the job you're applying for]. This experience honed my skills in [specific skills related to the job], enabling me to [mention a positive outcome or achievement].

I am particularly drawn to [Company's Name] because [mention something specific about the company or its culture that appeals to you]. I believe that my skills in [mention relevant skills] align well with your team's goals, and I am eager to bring my expertise in [specific area] to further enhance [Company's Name].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team. Please feel free to contact me at [Your Phone Number] or [Your Email] to schedule a conversation.

Sincerely,  
[Your Name]