

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and experience in [Relevant Skills or Experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Last Company], I successfully [mention a relevant accomplishment or responsibility that aligns with the job]. This experience honed my skills in [related skills or tools] and solidified my passion for [aspect of the industry or job].

I am particularly drawn to [Company Name] because [reason specific to the company or its culture, values, or projects]. I am eager to bring my expertise in [specific skills or experience] to your team and contribute to [something specific about the company's goals or projects].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team.

Sincerely,
[Your Name]