

[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 [Job Title] position at [Company's Name] as advertised [where you found the job listing]. With my background in [Your Field/Area of Expertise] and a strong commitment to [relevant skill or quality related to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention any relevant experience, achievement, or responsibility]. This experience equipped me with the skills needed to [how it relates to the new position]. I am particularly drawn to this opportunity at [Company's Name] because [mention something specific about the company or its values that resonates with you].

I am eager to bring my expertise in [specific skills or knowledge relevant to the position] to [Company's Name] and contribute to [mention any specific goals or projects of the company]. I am excited about the possibility of working in such an innovative environment and am confident that my proactive approach would be a great fit for your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the goals of [Company's Name]. I am available for an interview at your earliest convenience.

Sincerely,
[Your Name]