

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

Dear [Hiring Manager's Name],  
I am writing to express my interest in the [Position Title] at [Company Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and experience in [Specific Skills or Experience 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 [Specific Achievement or Responsibility that relates to the job]. This experience honed my skills in [Skill/Area Related to the Job] and reinforced my commitment to delivering exceptional results.

I am particularly drawn to [Company Name] because of [Something Specific About the Company or Its Mission]. I admire [Specific Aspect of the Company], and I believe my values align well with the company's goals. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]