

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[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 Posting]. With my background in [Your Field/Industry] and a strong skill set that aligns with the requirements for this role, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility], which resulted in [describe the positive outcome]. My experience has equipped me with a robust foundation in [Key Skills or Areas Relevant to Job], and I am adept at [mention any specific tools, technologies, or methodologies relevant to the job].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or role that excites you].

I am eager to bring my expertise in [specific skills] and collaborate with your team to achieve [mention a goal or value of the company].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. I am available for an interview at your earliest convenience.

Warm regards,  
[Your Name]