

[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 posting]. With my background in [Your Field/Industry] and experience in [specific skills or experiences relevant 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 a key achievement or responsibility that aligns with the job you're applying for]. This experience honed my abilities in [related skills], allowing me to [how it benefited your previous company or team]. I am particularly drawn to [something specific about the company or role], and I believe my skills and experiences align well with the goals of [Company's Name].

I am eager to bring my expertise in [specific skills or tools relevant to the job] to your team and collaborate to achieve [specific goals related to the company]. I am impressed by [something notable about the company or its projects] and would love the opportunity to contribute to such innovative work.

Thank you for considering my application. I look forward to the possibility of discussing how I can add value to the [Company's Name] team. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email].

Sincerely,
[Your Name]