

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 listing]. With a background in [Your Field/Expertise] and a passion for [relevant aspect of the company or industry], 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]. This experience has equipped me with the skills necessary to excel in the [Job Title] position, including [list relevant skills or experiences].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its goals that aligns with your interests]. I believe that my expertise in [mention relevant skill or experience] would be a valuable asset to your team.

I would love the opportunity to discuss my application further and explore how I can contribute to [Company's Name]. Thank you for considering my application. I look forward to your response.

Sincerely,
[Your Name]