

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your 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 [Job Title] position listed at [Company Name]. With [number] years of experience in [your field/industry], I believe I am well-suited to contribute to your team. In my previous role at [Your Previous Company], I successfully [describe relevant achievement or responsibility]. This experience has equipped me with [mention skills or strengths relevant to the job].

I am particularly drawn to this position because [reason specific to the company or role]. I am eager to bring my expertise in [specific skills related to the job] to [Company Name] and help [mention a goal related to the company or team].

I appreciate your consideration and look forward to the opportunity to discuss how I can contribute to the continued success of [Company Name].

Thank you for your time.

Sincerely,
[Your Name]