

[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 Relevant Experience/Field], I am excited about the opportunity to contribute to your team and support [Company's Name] in achieving its goals.

In my previous role at [Your Previous Company], I [specific achievement or responsibility that relates to the job you are applying for]. This experience has provided me with a strong foundation in [specific skills or knowledge relevant to the position], and I am eager to bring this expertise to [Company's Name].

I am particularly drawn to this opportunity because [mention something specific about the company or its projects that appeals to you]. I admire [Company's Name]'s commitment to [specific value or mission], and I believe that my skills in [list of relevant skills] align well with the needs of your team.

I would welcome the opportunity to discuss how my background, skills, and enthusiasms can contribute to the continued success and growth of [Company's Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Warmest regards,
[Your Name]