

[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 listed at [Company Name] as advertised [where you found the job listing, e.g., on your website, job board, etc.]. With my background in [your field/industry], I am confident that my skills and experiences align well with the requirements of this role.

In my previous position at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience honed my abilities in [relevant skills or technologies], and I am eager to bring this expertise to [Company Name].

I am particularly drawn to this position at [Company Name] because [reason related to the company or role that excites you]. I admire [something about the company, such as its values, culture, or projects], and I would love the opportunity to contribute to your team.

I have attached my resume for your review, and I look forward to the possibility of discussing my application with you. Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]