

[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 at [Company Name] as advertised on [where you found the job listing]. With a background in [Your Field/Area of Expertise] and a strong passion for [relevant industry or job function], I am excited about the opportunity to contribute to your team.

During my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility], which resulted in [positive outcome or metric]. My experience has equipped me with [specific skills or experiences relevant to the job], enabling me to effectively [describe how you can contribute to the potential employer]. I am particularly drawn to this position at [Company Name] because of [specific reason related to the company or its projects]. I admire [mention something notable about the company or its values], and I believe my background in [related experience] aligns well with your team's goals.

I am eager to bring my expertise in [specific skill] to [Company Name] and contribute to [how you hope to help the company]. I am looking forward to the possibility of discussing this exciting opportunity with you.

Thank you for considering my application. I hope to speak with you soon.
Sincerely,
[Your Name]