

[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 Position] at [Company's Name] as advertised on [where you found the job posting]. With my background in [your field/industry] and experience in [relevant skills/experiences], I believe I am an ideal candidate for this position. In my previous role at [Your Previous Company], I was responsible for [describe key responsibilities and achievements relevant to the job]. This experience has equipped me with [specific skills or knowledge that are applicable to the job you are applying for]. I am particularly drawn to this position at [Company's Name] because [mention what you find appealing about the company or role].

I am excited about the opportunity to contribute to [specific project or goal of the company] and bring my expertise in [specific skills relevant to job] to your team. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of [Company's Name].

Thank you for considering my application. I hope to further discuss my qualifications with you in an interview.

Sincerely,  
[Your Name]