

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] at [Company Name], as advertised on [where you found the job posting]. With my background in [your field/industry], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that demonstrates your qualifications for the position]. This experience has equipped me with [specific skills or knowledge related to the job], making me a perfect fit for [Company Name].

I am particularly drawn to this position because [mention something specific about the company or position that appeals to you]. I believe that my skills in [relevant skills or qualities] will allow me to make a significant impact at [Company Name].

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and passion can contribute to the success of your team.

Sincerely,
[Your Name]