

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to express my interest in the [Job Title] position at [Company Name], which I found [mention where you found the job listing].

With a background in [Your Field/Industry] and [X years] of experience in [relevant skills or roles], I am confident in my ability to contribute effectively to your team. I have a proven track record of [mention 1-2 key achievements or skills relevant to the job].

I am particularly drawn to this position at [Company Name] because [mention something specific about the company or role that appeals to you]. I believe my skills in [mention relevant skills] will be a valuable addition to your team.

I have attached my resume for your review. I would love the opportunity to discuss my application further. You can reach me at [Your Phone Number] or [Your Email Address].

Thank you for considering my application. I look forward to the possibility of contributing to [Company Name].

Best regards,
[Your Name]