

[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 [Job Title] position at [Company Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and a proven track record of [Relevant Skills/Experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [Describe a Relevant Accomplishment or Responsibility]. This experience honed my skills in [Key Skills Related to the Job], making me well-suited for the [Job Title] position. I am particularly drawn to this role at [Company Name] because [Reason You Want to Work There/What Excites You About the Company or Position].

I am confident that my [Additional Relevant Skills or Experience] would be an asset to your team. I look forward to the opportunity to discuss my qualifications further and how I can contribute to the success of [Company Name]. Thank you for considering my application.

Sincerely,
[Your Name]