

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 Title] position at [Company's Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and my skills in [Key Skills Related to the Job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my ability to [related skills or competencies], which I believe aligns well with the requirements of this position.

I am particularly drawn to [Company's Name] because [specific reason related to the company or its mission]. I admire [something specific about the company], and I am excited about the opportunity to [contribute/impact in a specific way].

I look forward to the opportunity to discuss my qualifications further and explore how I can support the goals of [Company's Name]. Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]