

[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 listing]. With a background in [Your Field/Industry] and a proven record of [Your Relevant Experience or Skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility]. This experience has equipped me with [mention specific skills or knowledge related to the job], which I believe will be beneficial for [Company Name].

I am particularly drawn to this position at [Company Name] because [explain what you find appealing about the company or role]. I admire [specific quality or project of the company] and would love to bring my expertise in [Your Skills/Experience] to your team.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Company Name]. I am available at your convenience for an interview and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]