

[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 my [relevant experience or skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility related to the job]. This experience honed my skills in [relevant skills] and provided me with a solid foundation in [related field or task]. I am particularly drawn to this position because [reason related to company or role].

I am excited about the opportunity to bring my unique talents to [Company Name]. I am looking forward to discussing how my background, skills, and enthusiasm could be a great match for your team. Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Sincerely,
[Your Name]