

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 a background in [Your Field/Industry] and [number] years of experience in [Relevant Skills/Experience], 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 that relates to the job]. This experience honed my skills in [related skills or tools], allowing me to [positive outcome].

I am particularly drawn to this opportunity at [Company Name] because [specific reason related to company or role]. I admire [something specific about the company], and I am excited about the possibility of contributing to [specific project or goal of the company].

Enclosed is my resume, which provides further detail on my professional journey. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name]. Thank you for considering my application.

Sincerely,
[Your Name]