

[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 my skills in [Relevant Skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [Briefly Describe a Relevant Achievement or Experience]. This experience honed my abilities in [Specific Skills Related to the Job] and reinforced my commitment to [Company's Industry/Values].

I am particularly drawn to this role at [Company Name] because [Mention Something Specific About the Company or Its Values/Projects]. I admire [Company Specific Detail] and am eager to bring my expertise in [Your Specialization/Skill Set] to help achieve [Company's Goals or Objectives].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,  
[Your Name]