

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised [where you found the job posting]. With my background in [your field or expertise] and a passion for [related interest or value connected to the company], I am excited about the opportunity to contribute to your team.

During my time at [Your Previous Company/Experience], I successfully [specific achievement or responsibility that aligns with the job description]. This experience honed my skills in [relevant skills or technologies], which I believe would be beneficial for [Company's Name]. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its mission]. I admire [mention any notable projects, values, or culture], and I am eager to bring my expertise in [mention any specific skill or experience relevant to the job] to help further [specific goal related to the company].

I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I hope to speak with you soon.

Sincerely,
[Your Name]