

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed at [Company's Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and experience in [relevant skills/experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Last Company], I successfully [mention a relevant achievement or responsibility], which resulted in [describe the positive outcome]. My ability to [specific skills related to the job] aligns well with the requirements for the [Job Title] position.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its values that resonates with you]. I believe that my skills in [list relevant skills] will allow me to [explain how you can contribute].

I am excited about the opportunity to bring my expertise to your team and help [Company's Name] achieve [specific goal or value of the company]. I look forward to the possibility of discussing my application further.

Thank you for considering my application.

Sincerely,
[Your Name]