

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position title] at [Company/Organization Name] as advertised [where you found the job listing]. With a background in [your field/area of expertise] and a passion for [relevant interest or mission related to the company], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company/Organization], I successfully [describe a relevant achievement or responsibility that aligns with the job]. This experience has equipped me with the skills necessary to [mention specific tools, skills, or experiences that relate to the job description].

I am particularly drawn to this position at [Company/Organization Name] because [mention what excites you about the company or its mission]. I believe my values align well with your team's goals, and I am eager to bring my expertise in [specific skills or experiences related to the position] to enhance your [mention specific department or project].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company/Organization Name]. I am eager to contribute to your team's success and am looking forward to your response.

Sincerely,  
[Your Name]