

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 advertised on [where you found the job listing]. With my background in [your field/industry] and my skills in [specific skills relevant to the job], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [describe a relevant accomplishment or responsibility]. This experience honed my abilities in [mention skills or experiences relevant to the job] and reinforced my passion for [related field or industry].

I am particularly drawn to [Company's Name] because [mention specific reason related to the company's values, mission, or projects]. I believe that my expertise in [specific area] would allow me to make a meaningful impact on your team.

Please find my resume attached for more details on my professional background. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]