

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 [where you found the job listing]. With my background in [your field/industry] and experience in [specific skills or experiences related to the job], I believe I am a strong candidate for this role.

In my previous position at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that showcases your skills]. This experience has equipped me with [mention relevant skills or knowledge related to the job].

I am particularly drawn to this position at [Company Name] because [explain why you are interested in the company or role]. I admire [mention something specific about the company], and I am excited about the opportunity to contribute to [specific projects or values of the company].

Thank you for considering my application. I look forward to the possibility of discussing how my skills and experiences can benefit [Company Name]. I am eager to bring my expertise in [your skill area] and [another skill area] to your team.

Sincerely,  
[Your Name]