

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 on [Where You Found the Job Posting]. With a background in [Your Field/Industry] and hands-on experience in [Relevant Experience or Skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that demonstrates your skills]. This experience honed my ability to [specific skills related to the job description], and I am eager to bring this expertise to [Company Name]. I am particularly impressed by [mention something specific about the company or its projects], and I believe that my skills in [relevant skills or experiences] align well with your needs. I am enthusiastic about the possibility of working with a team that [mention what you appreciate about the company culture or values].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of [Company Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a convenient time for an interview.

Sincerely,  
[Your Name]