

[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 [Where You Found the Job Posting] on [Date]. With a background in [Your Field/Industry] and [Number] years of experience in [Relevant Experience/Skills], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I [describe a relevant responsibility or achievement]. This experience honed my skills in [specific skills or tools related to the job], making me a great fit for your team.

I am particularly drawn to this role at [Company's Name] because [mention specific reasons related to the company or position]. I admire [something specific about the company or its culture], and I am eager to bring my expertise in [Your Area of Expertise] to support your goals.

Enclosed is my resume that further details my qualifications. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I hope to speak with you soon.

Sincerely,
[Your Name]