

[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 listed on [where you found the job listing]. With my background in [Your Field/Industry] and [Number] years of relevant experience, I am confident in my ability to contribute to [Company's Name] and its goals.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility], which resulted in [quantifiable result, if applicable]. This experience has equipped me with [specific skills or knowledge relevant to the job].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or position that appeals to you]. I believe that my skills in [mention relevant skills or technologies] will help me make a positive impact on your team.

Enclosed is my resume that provides further details about my professional journey. I would love the opportunity to discuss how my experience and skills align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name].

Sincerely,

[Your Name]

[Attachment: Resume]