

[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 at [Company's Name], as advertised [where you found the job listing]. With my background in [your field/industry] and [number] years of experience in [relevant experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company], I successfully [mention a relevant achievement or responsibility that relates to the job]. This experience honed my skills in [mention skills related to the new job], which I believe will be beneficial at [Company's Name].

Furthermore, I am particularly drawn to this position because [explain why you are interested in this job/company]. I admire [something specific about the company], and I am eager to bring my expertise in [your area of expertise] to support your mission.

I have attached my resume for your review and would welcome the chance to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Sincerely,
[Your Name]