

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

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility related to the job], which resulted in [describe the outcome or benefit]. I am particularly drawn to this position because [reason why you are interested in the job/company], and I am eager to bring my expertise in [specific skills or areas] to your team.

Additionally, I am adept at [skill or tool related to the job], which I believe will allow me to contribute positively to [Company Name] from day one. I am impressed by [something notable about the company or its projects], and I see a great alignment between my skills and the goals of your company.

I would appreciate the opportunity to discuss how my experiences and vision align with the needs of your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]