

[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 on [where you found the job posting]. With my background in [Your Field/Industry] and [relevant experience or skills], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that aligns with the job]. This experience has equipped me with the skills necessary to excel in the [Job Title] position.

I am particularly drawn to this role at [Company's Name] because [mention specific reasons related to the company or role]. I believe my [specific skills or attributes] will help advance your team's objectives.

I am looking forward to the opportunity to discuss how my experience and skills align with the needs of your team. Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]