

[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 at [Company's Name] as advertised [where you found the job posting]. With a background in [your field/industry] and a proven track record of [relevant experience or skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that relates to the job]. This experience honed my skills in [specific skills related to the job], making me confident in my ability to excel in the [Job Title] position. I am particularly drawn to [Company's Name] because of [reason related to the company or its vision/values]. I believe my [mention another relevant skill or experience] would be a valuable asset to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name].

Sincerely,
[Your Name]