

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]

Hiring Manager

[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear Hiring Manager,

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and experience in [specific skills or achievements relevant to the job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility] which resulted in [quantifiable outcome]. This experience provided me with a strong foundation in [relevant skills or knowledge], and I am eager to bring my expertise to [Company's Name].

I am particularly drawn to this position because [mention something specific about the company or its projects that excites you]. I admire [Company's related value or achievement] and am enthusiastic about the opportunity to contribute to such an innovative team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills align with the goals of [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a meeting.

Sincerely,
[Your Name]