

[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 on [where you found the job listing]. With my background in [Your Field/Industry] and [Number of Years] years of relevant experience, I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [describe a key responsibility or achievement relevant to the new job]. This experience honed my skills in [specific skills related to the job description] and reinforced my commitment to [relevant value or company goal].

I am particularly drawn to this position because [give a specific reason related to the company or role that resonates with you]. I admire [mention something notable about the company or its projects] and believe that my passion for [related field or value] aligns well with your team's vision.

I am excited about the opportunity to bring my expertise in [specific skills or experiences] to [Company's Name] and am eager to contribute to [specific project or goal of the company].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team. Please feel free to contact me at your convenience to schedule a discussion.

Sincerely,  
[Your Name]