

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 Posting]. With a background in [Your Field/Expertise] and [Number] years of experience in [Relevant Experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [Specific Accomplishment or Responsibility Related to Job], which resulted in [Quantifiable Result]. This experience honed my skills in [Relevant Skills or Tools], making me an ideal candidate for this position.

I am particularly drawn to [Company's Name] because of [Specific Reason Related to Company Values/Projects/Goals], and I am eager to bring my expertise in [Relevant Skill] to your esteemed company.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Please feel free to contact me at [Your Phone Number] or [Your Email] to arrange a conversation.

Sincerely,
[Your Name]