

[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 at [Where You Found the Job Posting]. With a background in [Your Field/Industry] and [Number] years of experience in [Specific Skills or Relevant Experience], 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 honed my skills in [relevant skills], which I believe would be beneficial to the [Job Title] position.

I am particularly drawn to this opportunity because [mention something specific about the company or its projects that appeals to you]. I am enthusiastic about the chance to [explain how you plan to contribute to the company or team].

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 Address].

Warm regards,

[Your Name]