

[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 on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and my passion for [Related Skill/Field], I believe I would be a valuable addition to your team at [Company's Name].

In my previous role at [Your Previous Company], I [Briefly describe a relevant responsibility/accomplishment that highlights your skills]. This experience allowed me to develop [Relevant Skills/Competencies], further enhancing my ability to achieve [Related Outcome]. I am particularly excited about the opportunity at [Company's Name] because [Mention something specific about the company or its projects that attracts you]. I am confident that my skills in [List Relevant Skills] combined with my enthusiasm for [Related Industry/Field] will enable me to contribute effectively to your team. I am looking forward to the possibility of discussing how I can add value to [Company's Name].

Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Sincerely,
[Your Name]