

[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 Posting]. With a background in [Your Field/Industry] and [Number] years of experience in [Relevant Skills/Experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [Briefly Describe a Relevant Accomplishment or Responsibility]. This experience has equipped me with the skills necessary to [Describe How Your Skills Align With the Job Requirements]. I am particularly drawn to [Company's Name] because of [Specific Reason Related to the Company or Its Values/Goals], and I believe my expertise in [Specific Skill or Experience] would be a valuable addition to your team.

I am looking forward to the possibility of discussing how my experience and passion for [Industry/Field] can contribute to the ongoing success of [Company's Name]. Thank you for considering my application. I hope to speak with you soon.

Sincerely,
[Your Name]