

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],
I am writing to express my interest in the [Job Title] position listed at [Company Name] as advertised on [where you found the job posting]. With my background in [Your Field/Experience] and a strong passion for [Relevant Interest/Industry], I believe I am a strong candidate for this role.

In my previous position at [Previous Company Name], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with [specific skills related to the job]. I am particularly drawn to this opportunity at [Company Name] because [mention why you are interested in the company or position].

I have attached my resume for your review. I look forward to the possibility of discussing how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]