

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 listing]. With my background in [Your Field/Industry] and experience in [specific skills or experiences relevant to the job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [mention relevant skills or tools], enabling me to [explain how you can contribute to the new role].

I am particularly drawn to this position because [mention something specific about the company or role that interests you]. I believe my skills in [related skills] will align well with the goals of [Company's Name].

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and skills can benefit your team. Please feel free to contact me at [your phone number] or [your email address] to arrange an interview.

Sincerely,
[Your Name]