

[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 my background in [your field/industry] and a proven record of [relevant experience or skills], I am confident in my ability to contribute effectively to your team at [Company's Name].

[Paragraph detailing why you are a good fit for the position. Mention specific accomplishments, skills, and experiences that relate directly to the job.]

I am particularly drawn to this role at [Company's Name] because [reason related to the company or its mission]. I believe my [specific skills or experiences] aligns well with your team's goals.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,
[Your Name]