

[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 Posting].

With my background in [Your Field/Industry] and relevant skills, I am confident in my ability to contribute effectively to your team.

In my previous position at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience honed my abilities in [specific skills related to the job], which I believe align well with the requirements for the [Job Title] role.

I am particularly attracted to this position at [Company's Name] because [mention something specific about the company or its projects that appeals to you]. I admire [Company's values, mission, or a project] and would be excited to bring my expertise in [your skill/field] to your team.

I would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of discussing my application in further detail.

Sincerely,
[Your Name]