

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 my background in [Your Field/Industry] and experience in [Relevant Skills or Experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with a strong foundation in [specific skills related to the job]. I am particularly drawn to this opportunity at [Company's Name] because [mention something specific about the company or its values that resonates with you].

I am confident that my [skills/experience] will allow me to [explain how you will contribute to the company]. I am eager to bring my expertise to [Company's Name] and help [mention a specific goal or project related to the role].

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]