

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Business Name]

[Business Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [position title] at [Business Name] as advertised on [where you found the job posting]. With my background in [your relevant experience or education], I am enthusiastic about the opportunity to contribute to your team.

I have [number] years of experience in [related field/industry], where I developed strong skills in [specific skills related to the job]. I am particularly drawn to this position because [reason you want to work for the specific business or position]. I believe my skills in [mention relevant skills] would greatly benefit your business.

I am eager to bring my knowledge of [mention any relevant knowledge] to [Business Name], and I am excited about the opportunity to work with a dedicated team. I am confident that my proactive approach and passion for [industry or business type] will make a valuable addition to your organization.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please feel free to contact me at [your phone number] or [your email].

Sincerely,

[Your Name]