

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed at [Company Name]. With my background in [Your Field/Expertise] and proven skills in [relevant skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with the skills necessary to excel in the [Job Title] position.

I am particularly drawn to this role at [Company Name] because [mention something specific about the company or position that attracts you]. I believe my [mention another relevant skill or quality] would be a great asset to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name]. I am available for an interview at your convenience and can be reached by email or phone.

Sincerely,
[Your Name]