

[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 [specific position] at [Company Name] as advertised on [where you found the job posting]. With my background in [your field/industry] and my passion for [related interest or skill], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [describe a relevant accomplishment or responsibility]. I believe that my skills in [relevant skills or expertise] would make me a strong fit for [Company Name]. I am particularly impressed by [something notable about the company or its projects], and I am eager to bring my experience in [related experience] to your esteemed organization.

I would love the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Please find my resume attached for your review. I am looking forward to the possibility of discussing this exciting opportunity with you.

Thank you for your time and consideration.

Sincerely,

[Your Name]