

[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 formally request consideration for an interview regarding the [Job Title] position that was recently advertised. I believe that my skills and experience align well with the requirements of the role, and I am eager to contribute to [Company Name].

I have attached my resume for your review, which details my professional background and accomplishments. I would greatly appreciate the opportunity to discuss how I can add value to your team.

Thank you for considering my request. I look forward to the possibility of discussing my application in further detail.

Sincerely,

[Your Name]