

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 at [Company Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Industry], I am excited about the opportunity to contribute to your innovative team.

In my previous role at [Your Last Company], I successfully [mention any relevant achievement or responsibility]. I am particularly drawn to [Company Name] because of [mention something specific about the company or its mission]. I believe my skills in [mention relevant skills] would be a great match for this role.

I am eager to bring my expertise in [specific area] to your team and contribute to [specific project or goal related to the company]. I have attached my resume for your review, and I would appreciate the opportunity to discuss my application in more detail.

Thank you for considering my application. I look forward to the possibility of contributing to [Company Name].

Sincerely,

Your Name