

Your Name

Your Address

Your City, State, Zip Code

Your Email

Your Phone Number

Date

Hiring Manager's Name

Company's Name

Company's Address

Company's City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed at [Where You Found the Job Posting]. With a background in [Your Field/Industry] and [Number] years of experience in [Your Relevant Experience], I am excited about the opportunity to contribute to [Company's Name].

Throughout my career, I have demonstrated [Specific Skill or Accomplishment] which has equipped me with the expertise to excel in this role. I am particularly drawn to [Specific Aspect of the Company or Role] and I see a great alignment with my career goals.

I would love the chance to discuss how my qualifications and experiences align with the needs of your team. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,

Your Name