

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 [Job Board/Company Website]. With a background in [Your Field/Area] and a passion for [Industry/Specific Interest], I believe I possess the skills and experience that make me a perfect fit for this role.

Throughout my career, I have gained valuable experience in [Key Skill/Experience related to the job], where I [explain what you did and achieved]. My role at [Previous Company/Job Title] allowed me to develop strong [another skill or quality] which I am eager to apply at [Company Name].

I am particularly drawn to this position at [Company Name] because [specific reason related to the company or its mission]. I admire [something notable about the company or its culture], and I am enthusiastic about the opportunity to contribute my [specific skills] to your team.

I look forward to the opportunity to discuss my application further. Thank you for considering my application. I am eager to bring my passion for [Industry/Field] to [Company Name].

Sincerely,
Your Name