

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Hiring Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

My name is [Your Name], and I am writing to introduce myself as a candidate for the [specific position] at [Company's Name]. With a background in [Your Field/Industry] and a strong passion for [relevant skills or interests], I am excited about the opportunity to contribute to your team.

I hold a [Your Degree] in [Your Major] from [Your University] and have [number] years of experience in [related experience or field]. I have developed [specific skills or accomplishments] that I believe align well with the goals of [Company's Name].

What excites me most about this opportunity is [specific aspect of the company or role that interests you]. I am eager to bring my expertise in [specific skills or experiences] to your team and help achieve [mention a goal of the company].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm align with the needs of your team.

Sincerely,  
[Your Name]