

Your Name  
Address Line 1  
Address Line 2  
City, State ZIP  
Email Address  
Phone Number  
Date

Employer Name  
Company Name  
Company Address  
City, State ZIP

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised. With a background in [Your Field/Industry] and proven experience in [Relevant Skills or Experience], I am confident in my ability to make a valuable contribution to your team.

In my previous role at [Previous Company], I [explain a relevant achievement, responsibility, or experience that matches the new job]. My experience has enabled me to develop strong skills in [mention a skill or trait relevant to the job], making me a great fit for your organization.

I am excited about the opportunity to contribute to [Company Name] and look forward to the possibility of discussing how my background, skills, and enthusiasms align with your needs.

Thank you for your time and consideration.

Sincerely,  
[Your Name]