

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]. My background in [Your Field/Experience] makes me a strong candidate for this opportunity.

In my previous role at [Previous Company], I [describe a relevant responsibility, achievement, or experience]. My skills in [key skills relevant to the job] would enable me to contribute effectively to your team.

I am excited about the possibility of joining [Company Name] and contributing to [mention something specific about the company or role]. I have attached my resume for your review and would welcome the opportunity to discuss my application further.

Thank you for your time and consideration.

Sincerely,

[Your Name]