

Firstname Lastname

(XXX) XXX-XXXX | anon@example.com | linkedin.com/in/placeholder | github.com/placeholder

Hiring Manager's Name
Company Name
Company Address
City, Country, Postal Code

September 8, 2025

Dear [Hiring Manager's Name or "Hiring Committee"],

I am writing to express my interest in the [Position Title] role at [Company Name]. With a strong foundation in [relevant field] and experience across [key areas], I bring both technical expertise and practical industry knowledge.

In my previous roles, I have contributed to projects involving [general area of work, e.g., data analysis, machine learning, or software development], where I [describe contribution in broad terms]. I have also been involved in academic or professional work related to [relevant skills or focus area], ensuring that my experience is both well-rounded and adaptable.

I am particularly drawn to [Company Name] because of [specific reason—mission, product, values, or research focus]. I am excited by the opportunity to apply my skills in [field/skillset] while continuing to grow as part of your team.

Thank you for your time and consideration. I look forward to the opportunity to discuss how my background and interests align with the goals of your organization.

Sincerely,

Firstname Lastname