

Your Address  
City, State ZIP  
Phone: (555) 123-4567  
Email: your.email@example.com

November 3, 2025

Hiring Manager  
Company Name  
Company Address  
City, State ZIP

Dear Hiring Manager,

I am writing to express my strong interest in the [Position Title] position at [Company Name]. With my background in [field] and [X] years of experience in [relevant area], I am confident I would make a valuable contribution to your team.

In my current role at [Current Company], I have successfully [achievement 1], [achievement 2], and [achievement 3]. These experiences have equipped me with [relevant skills] that directly align with the requirements of this position.

I am particularly drawn to [Company Name] because of [specific reason about company]. I am excited about the opportunity to [what you hope to contribute].

I would welcome the opportunity to discuss how my background, skills, and enthusiasm can contribute to [Company Name]'s continued success. Thank you for considering my application.

Sincerely,

Your Name