[Your Name] [Your Address] [City, State, ZIP Code] [Your Email Address] [Your 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 [Position Title] position at [Company Name], as advertised [where you found the job posting]. With a [mention years of experience or relevant qualifications] in [mention relevant field or industry], I am excited about the opportunity to contribute to your team and help [specific contribution or goal of the company].

Throughout my career, I have developed a strong foundation in [mention key skills or experiences relevant to the position]. My experience in [mention specific project or achievement] demonstrates my ability to [mention relevant skills or qualities, e.g., problem-solving, teamwork, communication]. I am particularly drawn to [Company Name] because of [mention specific reasons such as company culture, mission, or recent accomplishments].

I am impressed by [specific aspect of the company or recent achievement], and I am eager to bring my expertise to your team. I am confident that my skills and experience align well with the requirements of the [Position Title] position, and I am excited about the opportunity to contribute to [Company Name]'s continued success.

Thank you for considering my application. I am looking forward to the possibility of discussing how my background, skills, and enthusiasms can be an asset to [Company Name]. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or via email at [Your Email Address].

Sincerely,

[Your Name]

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