YOUR

NAME

City, State ZIP Code | 555-555-5555 | example@example.com

Date

Hiring Manager's Name

Company

Company Address, State ZIP Code

555-555-5555

example@example.com

Dear Hiring Manager,

I am writing to express my interest in the [Position Title] position at [Company Name], as advertised on [where you found the job listing]. With a background in [relevant experience or education], I am confident in my ability to contribute effectively to your team.

I am particularly drawn to [specific aspect of the company or job description] and believe my skills in [relevant skills or experiences] align well with the requirements of the role. Throughout my career, I have demonstrated a strong commitment to [relevant value or achievement].

I am excited about the opportunity to [specific contribution or goal] and look forward to the possibility of discussing how my background, skills, and enthusiasm can benefit [Company Name]. Thank you for considering my application. I am eager to further discuss my qualifications in an interview.

Sincerely,  
Your Name