

[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]. With my extensive experience in [your industry/field], coupled with a robust skill set in [highlight key skills relevant to the job], I am confident in my ability to contribute effectively to your team.

I have over [number of years] years of experience in [relevant field/industry], where I have successfully [describe a key achievement or responsibility aligned with the job]. My role at [Previous Company Name] enabled me to hone my abilities in [mention relevant skills], consistently achieving [describe a notable milestone or recognition].

My technical expertise includes [list technical skills], and I am adept at working with [mention relevant tools, technologies, or processes]. Beyond my professional abilities, I bring strong organizational, communication, and problem-solving skills, which I continually apply to drive efficiency and achieve results.

I am excited about the opportunity to join [Company Name] because of your commitment to [mention something you admire about the company or its mission]. I believe my background and proactive approach would be a valuable asset to your team.

Thank you for considering my application. I have attached my resume for your review. I look forward to the opportunity to discuss how my experience and skills align with your needs in greater detail.

Sincerely,  
[Your Name]