

[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 open **[Job Title]** position at **[Company Name]** that I saw advertised on **[where you found the job posting]**. With my background in **[relevant experience/field]** and a proven record in **[specific achievement or skill]**, I am confident that I could be a valuable addition to your team.

In my current role as **[Your Current Job Title]** at **[Your Current or Previous Company Name]**, I have **[describe a responsibility or accomplishment]**. I have learned how to **[mention a skill or trait that you've developed]**, which I believe would greatly benefit the team at **[Company Name]**.

What especially attracted me to your company is **[something specific about the company or team that drew your attention]**. I admire how your company **[specific attribute or achievement of the company]**, and I believe my **[specific skills or experiences]** would help further this success.

If given the opportunity, I would bring **[mention a unique quality or ability you would bring to the role]** to your team. I am keen to contribute my knowledge, skills, and dedication to meet and exceed the objectives of the **[Job Title]** role.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills would make me a strong fit for your team.

Sincerely,

[Your Name]