

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], which I found [where you found the job listing, e.g., on your website, job board, etc.]. With a background in [Your Field/Industry] and [mention specific skills, qualifications, or experience relevant to the job], I believe I can make a valuable contribution to your team.

I have attached my resume, which provides further details about my professional experience and skills. I am confident that my [mention any key strengths or achievements] would be beneficial to your company. I would appreciate the opportunity to discuss how my qualifications align with the needs of your organization.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely ,

[Your Full Name]

[Attachment: Resume]