# Your Name

Street Address

City, ST ZIP Code

Telephone

Email

Website

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear [Hiring Manager’s Name],

I am writing to express my interest in the [specific position] at [Company’s Name] as advertised on [where you found the job posting]. With a [Your Degree] from [Your University] and a rich background in [specific industry or field], I am eager to bring my expertise in [mention one or two key areas of expertise or experience] to your esteemed team.

In my previous role as [Your Last Job Title] at [Your Previous Company], I [briefly describe a key responsibility or achievement]. My experience in [mention a relevant skill or experience] and my ability to [mention another skill or attribute] have equipped me with a solid foundation to contribute effectively to your team, driving success in [specific department or project].

What excites me about the opportunity at [Company’s Name] is [mention something you admire about the company or how you align with their goals/values]. I am particularly drawn to [a specific project, technology, or initiative at the company], and I am enthusiastic about the possibility of contributing to its success.

I am confident that my diverse skill set and experience make me a strong candidate for the [specific position] role. Enclosed is my resume that further outlines my qualifications. I look forward to the opportunity of discussing my application with you further and how I can significantly contribute to the ongoing success of [Company’s Name].

Thank you for considering my application. I am looking forward to the possibility of collaborating with your esteemed team and making a significant contribution to [Company’s Name].

Warm regards,

Your Name