

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Hiring Manager's Name]
[Company Name]
[Company Address]

Dear [Hiring Manager's Name],

I am writing to formally express my interest in the [Job Title] position at [Company Name]. Having reviewed the job description, I am confident that my skills and experiences align perfectly with the requirements of this role.

I am eager to bring my expertise in [Mention 1 or 2 key skills] to your team. I believe my background in [Mention previous experience or industry] will allow me to contribute effectively to your current projects and goals.

I look forward to the opportunity for an interview to discuss my qualifications in more detail and to learn more about how I can support the success of [Company Name].

Thank you for your time and consideration.

Sincerely,

[Your Name]