

Dear Hiring Manager,

I am writing to express my interest in the [Job Title] position at [Company Name], as advertised on [Where you saw the job post]. With my background in [Your Field/Industry] and my experience in [Key Skill or Achievement], I am confident that I would be a valuable asset to your team.

In my previous role at [Current/Previous Company], I successfully [Mention a specific accomplishment]. This experience helped me develop strong skills in [Skill 1] and [Skill 2], which I am eager to apply to the challenges at [Company Name].

I have attached my resume for your review and look forward to the possibility of discussing how my qualifications align with the needs of your department.

Thank you for your time and consideration.

Sincerely,

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