

***[first name] [last name]***

.

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

[Date]

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Name] role at [Company Name], as advertised [in/on] [where you found the job posting]. With [number] years of experience in [relevant industry or role], I am confident I can contribute positively to your team and help achieve your recruitment goals.

In my most recent role at [Current/Previous Company Name], I successfully [mention key achievement, responsibility, or project]. I take pride in my ability to [highlight a relevant skill] and am particularly skilled in [specific skill or experience relevant to the job posting]. My passion for [relevant skill/industry] and commitment to [goal or value that aligns with the company] excite me about the opportunity to join your team.

The opportunity to apply my [mention any certifications, special skills, or experience] excites me, as I am confident I can bring immediate value to [Company Name]. In addition to my technical expertise, I am highly adept at [mention soft skill like communication, problem-solving, teamwork, etc.], which would help quickly build strong relationships with clients and colleagues alike.

I welcome the opportunity to discuss how my experience, skills, and qualifications can benefit [Company Name]. I have attached my CV for your reference. Thank you for considering my application. I look forward to speaking with you further about how I can contribute to your team.

Sincerely,  
[Your Name]