**Your Name**

Your phone number | your email address | City, State

Today’s date

Contact person’s name (if available)

Organization Name

Specific Department (if applicable)

Street Address

City, State Zip code

Dear [Contact Person's full name OR "Hiring Manager"],

I am writing to express my enthusiastic interest in the [Position Title] role at [Company Name]. [Add 2-3 sentences about why you're specifically interested in this employer or position, connecting to their values or mission]. With my background in [key qualification], [relevant skill], and [another relevant skill], I am confident that I would be an excellent addition to your team.

My experience in [most relevant skill/experience area] has prepared me well for this position. While [working/studying] at [Previous Company/Institution], I:

* [Specific accomplishment with measurable results that relates to the job requirements]
* [Specific responsibility or project that demonstrates relevant skills]
* [Recognition, achievement, or contribution that highlights your capabilities]
* [Problem you solved or improvement you implemented that shows value]

Additionally, I have developed strong [second key skill area] through my work with [relevant organization/project]. [Share a specific story or example that illustrates this skill in action]. This experience taught me [lesson or skill gained], which I believe would be valuable in helping [Company Name] [achieve specific goal or address specific challenge mentioned in job description].

I am excited about the opportunity to bring my [summarize key qualifications] to [Company Name] as your next [Position Title]. [Optional: One final unique connection to the company or role]. Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team.

Sincerely,

[Your Name]