

## Your Name

Your Address · City, State 00000 · email@example.com · (555) 123-4567

01 Jan 2026

Hiring Manager  
Company Name  
Company Address

Dear Hiring Manager,

I am writing to express my interest in the [Position Title] role at [Company Name]. With my background in [Your Field] and a track record of [Key Achievement], I believe I would be a strong fit for your team.

In my previous role at [Previous Company], I [Specific Accomplishment with measurable result]. I am drawn to [Company Name] because of [Specific Reason], and I would welcome the opportunity to bring similar impact to your team.

Thank you for considering my application. I have attached my resume and would be happy to discuss how my experience aligns with what you are looking for.

Sincerely,

**Your Name**