[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Date]

[Hiring Manager Name if known]

[Hiring Manager Title]

[Company Name]

[Address 1]

[City, ST, Zip]

Dear [Hiring Manager or name if known],

I’m excited to apply for the [Job Title] position at [Company Name]. With my experience in [relevant field/industry] and a passion for [relevant passion], I am excited about the opportunity to contribute to your team.

**Why I’m a Great Fit for [Job Title]**

* **Relevant Experience**: At [Previous Company], I [specific achievement related to the job], which aligns perfectly with this role.
* **Key Skills**: I excel in [specific skills], demonstrated by [example of how you applied these skills in a professional setting].
* **Cultural Fit**: I value [specific company value or mission], just as [Company Name] does, and am excited about your [specific project or department].
* **Project Leadership**: Led a team of [number] to deliver [project outcome], improving [specific metric].
* **Innovation**: Created [specific tool or process], enhancing [aspect of previous role] by [quantifiable improvement].
* **Collaboration**: Partnered with [departments or teams] to achieve [common goal], showing strong cross-functional teamwork.

Thank you for considering my application. Let’s discuss how my skills can benefit [Company Name]. I’m eager to meet and can be reached at [phone number] or [email address]. Looking forward to your response.

Best regards,

[Your Name]