

Template 1: The Professional

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]

[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Specific Job Title] position listed on [Where You Found the Job Posting]. With a robust background in [Your Field], I am confident in my ability to contribute effectively to [Company's Name] and support your team in achieving its goals.

Throughout my career, I have demonstrated my ability to handle responsibilities and build positive relationships. At [Previous Company], I [mention any significant achievement or project], which led to [Positive Outcome]. This experience has equipped me with the necessary skills to address challenges head-on while delivering quality results.

I am particularly drawn to this role at [Company's Name] due to [mention something specific about the company or its goals that excites you]. I am eager to bring my background in [mention your main industry or key skills] to your team, and I am convinced that my proactive approach would be beneficial for your company.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. I am available at your convenience for an interview and can be reached by telephone or email.

Sincerely,
[Your Name]