[YOUR FULL NAME]

[City, State] | [Phone] | [Email] | [LinkedIn or Portfolio - optional]

[Date]

[Hiring Manager / Hiring Team]
[Company Name]
[Company Address - optional]

Dear Hiring Team,

I'm interested in the [Job Title] opening at [Company], particularly because of [specific project, responsibility, or team focus]. In my current role as [Current Job Title], I work on [relevant area].

One example that relates to this position is [specific challenge/project]. I [action you personally took] using [skill/tool/process], and the result was [truthful result, with a number only if measured]. This is the kind of work I'd like to continue doing with your team.

What appeals to me about [Company] is [genuine, researched reason]. I'd value the chance to talk about how my experience with [important skill] can support [business need from job description].

Thank you for your time and consideration.

Sincerely,
[Your Full Name]