[Your Name]
[Street Address]
[City, State ZIP]
[Email] | [Phone]

[Month DD, YYYY]

[Hiring Manager Name]
[Title]
[Company Name]
[Street Address]
[City, State ZIP]

Dear [Hiring Manager Name],

I'm applying for the [Job Title] position at [Company Name]. [One sentence on why this role or company appeals to you specifically.]

In my current role as [Your Title] at [Current Employer], I [your strongest relevant achievement, with a number if possible]. I also [a second achievement that matches a key requirement in the job posting].

[Company Name]'s [product, mission, or recent news] stood out to me because [your genuine reason]. I'd bring [two or three skills from the posting] to your team from day one.

Thank you for your time. I'd welcome the chance to talk about how I can help [Company Name] [a goal from the job posting].

Sincerely,

[Your Name]