

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name/Hiring Committee],

Introduction:

I am writing to express my enthusiastic interest in the [Job Title] position at [Company Name]. Having followed [Company Name]'s recent work in [Industry/Specific Project], I am eager to bring my [Number] years of experience in [Core Skill/Field] to your team.

The Past (Foundation):

I began my career at [Previous Company], where I developed a strong foundation in [Skill A] and [Skill B]. During this time, I successfully [mention a key achievement or responsibility], which solidified my interest in [specific aspect of the industry].

The Present (Growth & Expertise):

In my most recent role at [Current/Last Company], I have further refined my expertise in [Skill C]. I was responsible for [Specific Task], resulting in [Quantifiable Result, e.g., a 20% increase in efficiency]. This experience has prepared me to tackle complex challenges such as [mention a challenge relevant to the new role].

The Future (Alignment & Value):

Transitioning to [Company Name] represents the natural next step in my career trajectory. I am particularly drawn to your mission of [Company Mission/Goal] and am confident that my background in [Area of Expertise] will allow me to contribute immediately to the success of the [Specific Department] team.

Closing:

Thank you for your time and consideration. I look forward to the possibility of discussing how my career background aligns with the needs of [Company Name].

Sincerely,

[Your Name]