

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Hiring Manager Name or "Hiring Manager"]
[Company Name]
[Company Address]

Dear [Hiring Manager Name or "Hiring Manager"],

I am writing to express my strong interest in joining [Company Name]. As a longtime admirer of your company's work in [mention industry or specific project], I am eager to contribute my skills to your team.

Currently, I am a [Your Current Job Title] with over [Number] years of experience in [mention your key field or skill]. In my previous roles, I have successfully [mention a key achievement or responsibility]. I believe my background in [mention 2-3 key skills] would make me a valuable asset to [Company Name].

While I understand there may not be an immediate opening that matches my profile, I have attached my resume for your review and future consideration. I would welcome the opportunity to discuss how my experience can benefit your organization should a suitable position become available.

Thank you for your time and for considering my application.

Sincerely,

[Your Name]