Your Name

City, State Zip Code

Your Email Address

Your Phone Number

Date

Hiring Manager Name

Company Name

Company Address

Dear (Name of Hiring Manager),

I am writing with great interest in the (title of position) at (department/organization). (If you were referred to this position, mention the name of the mutual contact). (Specific reason for interest in the position). (1 sentence summing up why you’d be a good fit for the position).

My experience with (state specific experience that showcases your qualification for the role) has prepared me well for this position. From this experience I’ve (gained/sharpened) my skills in (highlight most relevant skills/transferable skills from experience that aligns with position and be specific).

(Another example like previous paragraph) Additionally, my experience with (state specific experience that showcases your qualification for the role) has prepared me well for this position. From this experience I’ve (gained/sharpened) my skills in (highlight most relevant skills/transferable skills from experience that aligns with position and be specific).

I am confident that my (include short summary of what you can bring to the position) makes me a great fit for this position. I believe this (position title) would also be an amazing opportunity for me to (list why you want this role and how it will help you achieve your career goals). (Any last connections between you and the position). I would be delighted to learn more about the position and further discuss my qualifications and experience. I can be reached via telephone at (your phone number here) or by email at (your email here). Thank you so much for your time and consideration.

Sincerely,

Your Name