Your Name

City, State Zip Code

Your Email Address

Your Phone Number

Date

Hiring Manager Name

Company Name

Company Address

Dear (Hiring Manager),

I would greatly appreciate consideration for the (position name) with (organization name). The (organization name) is alluring to me because (insert specific reason why you’re interested in working at the org). I believe (insert summary of why you think you’d be a great fit for the position) makes me a great fit for this position. It would be a privilege to be a part of the (organization name) team.

During my time (insert specific experience that aligns with the position), I was afforded the opportunity to strengthen my skills in (specific skill that relates to the position). Such experiences have prepared me well to fulfill (insert specific responsibilities from the job description that it relates to).

When I was (working/interning/volunteering) at (organization) as (position), I gained valuable experience (insert experience that relates to the position), which aligns with (insert specific way it connects to the position) and what you’re looking for for this position.

I am passionate about (insert passion and how it aligns to the organization, the position, and/or how that’s influenced your career so far) and hope to have the opportunity to be push forth the organization’s mission and vision. I believe I can be an asset to the (name of team the position would be a part of) team. I am excited at the prospect of learning more about the position and hope to have an opportunity to share more about my relevant experiences. You can reach me via phone at (your phone number) or by email at (your email).

Thank you for your time and for your consideration.

Best Regards,

(Your Full Name)