

# [Full Name]

[City, State, Zip Code] | [Phone Number]  
[Email Address] | [LinkedIn Profile URL]

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[Date]

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

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

**Re: [Job Title] - [Job ID/Reference Number]**

[Introduction: State the position you are applying for and how you found the listing. Briefly mention your current role and your primary professional focus.]

[Body Paragraph 1: Detail your relevant experience. Focus on 2-3 key accomplishments that align with the job description. Use metrics or specific outcomes where possible.]

[Body Paragraph 2: Explain why you are interested in this specific company. Demonstrate knowledge of their culture, mission, or recent projects mentioned on their professional profile.]

[Body Paragraph 3: Highlight your soft skills and how you contribute to a team environment. Mention your enthusiasm for bringing your expertise to their organization.]

[Closing: Reiterate your interest. Mention that your resume is attached and that you look forward to the possibility of an interview.]

Sincerely,

[Your Name]