

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

[Date]

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

Dear [Hiring Manager Name or Search Committee],

Re: [Job Title] Application

I am writing to express my interest in the [Job Title] position at [Company Name], as advertised through the Diversity Professional Network. With a background in [Your Industry/Core Skill] and a commitment to fostering inclusive work environments, I am eager to bring my unique perspective and professional expertise to your team.

Throughout my career, I have demonstrated a strong ability to [Key Achievement 1] and [Key Achievement 2]. My experience at [Previous Company] allowed me to develop a robust skill set in [Skill A] and [Skill B], which directly align with the requirements outlined in your job description. I am particularly drawn to [Company Name]'s dedication to [Specific Company Value or Initiative].

As a member of the Diversity Professional Network, I value organizations that prioritize diverse thought and equitable growth. I am confident that my ability to [Specific Task related to the role] will contribute significantly to your upcoming projects, including [Mention a specific company goal if known].

I look forward to the possibility of discussing how my skills and experiences can support the continued success of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature/Name]