

[FULL NAME]

[PHONE NUMBER] | [EMAIL ADDRESS] | [LINKEDIN PROFILE URL]
[CITY, STATE, ZIP CODE]

[Date]

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

Dear [Hiring Manager Name],

Introduction:

I am writing to express my enthusiastic interest in the [Job Title] position at [Company Name]. As a professional whose career trajectory has been intentionally focused on [Core Industry/Function], I have closely followed [Company Name]'s achievements in [Specific Area/Project]. My background in [Previous Role] has uniquely prepared me to contribute to your team's mission.

Career Alignment & Expertise:

Throughout my career, I have consistently gravitated toward [Specific Skill or Industry Pillar]. At [Previous Company], I successfully [Key Achievement Related to Job Requirements]. This experience solidified my expertise in [Skill A] and [Skill B], both of which align directly with [Company Name]'s current objectives regarding [Specific Goal mentioned in Job Description].

Value Proposition:

What sets my career path apart is the strategic progression from [Early Career Stage] to [Current Expertise]. This journey has equipped me with a holistic understanding of [Industry Problem]. I am particularly drawn to this role because it represents the natural next step in my professional evolution, allowing me to leverage my history of [Quantifiable Result] to help [Company Name] achieve [Specific Future Metric].

Closing:

I am eager to discuss how my professional journey and specific technical skills can support the continued growth of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]