

[Your Full Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Title]

[Institution/Organization Name]

[Department]

[Address]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my interest in the [Job Title] position at [Organization Name], as advertised on [Platform]. With a [Degree Level] in History from [University] and a professional background specializing in [Specific Era/Region/Thematic Area], I am eager to apply my research and analytical skills to your team.

Throughout my career, I have developed a strong expertise in [Core Skill, e.g., archival preservation, historiographical analysis, or digital humanities]. At [Previous Organization], I successfully managed [Project Name or Responsibility], which resulted in [Quantifiable Achievement or Result]. My ability to synthesize complex primary sources into accessible narratives aligns with [Organization Name]'s mission of [Mission Statement or Goal].

Beyond my technical research capabilities, I possess experience in [Secondary Skill, e.g., public speaking, grant writing, or museum curation]. I am particularly impressed by [Organization Name]'s recent work in [Specific Recent Project or Initiative] and am confident that my background in [Specialization] would make me a valuable asset to your ongoing objectives.

I look forward to the possibility of discussing how my historical perspective and professional experience can contribute to the continued success of [Organization Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]