

# [Full Name]

[Phone Number] | [Email Address] | [LinkedIn Profile URL]

[City, State, Zip Code]

[Date]

[Hiring Manager Name]

[Job Title]

[Company Name]

[Company Address]

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

**Re: [Job Title] - [Reference Number if applicable]**

[Opening paragraph: State the position you are applying for and why you are interested in this specific company. Briefly mention how your professional background aligns with their current mission or goals.]

[Second paragraph: Highlight 2-3 key professional experiences. Connect your past achievements directly to the requirements listed in the job description. Use metrics or specific examples to demonstrate impact.]

[Third paragraph: Explain how your unique skills or perspective will solve a problem for the company or contribute to their upcoming projects. Show that you have researched their industry position.]

[Closing paragraph: Reiterate your enthusiasm for the role. Mention your desire for an interview to discuss how your experience can benefit the team. Thank them for their time and consideration.]

Sincerely,

[Your Name]