

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile/Portfolio]

[Date]

[Hiring Manager's Name]
[Company Name]
[Company Address]

Dear *[Hiring Manager's Name or "Hiring Team"]*,

I am writing to express my strong interest in the *[Job Title]* position at *[Company Name]*. Having spent the past *[Number]* years performing this exact role at *[Current/Previous Company]*, I am confident in my ability to deliver immediate value to your team with zero learning curve regarding core responsibilities.

In my current role, I have consistently executed *[Key Responsibility 1]*, *[Key Responsibility 2]*, and *[Key Responsibility 3]*. My experience aligns perfectly with your requirements, particularly in *[Specific Skill or Software Mentioned in Job Ad]*. Because I am transitioning between identical roles, I can focus entirely on integrating into your company culture and hitting your specific performance targets from day one.

Some of my recent achievements in this role include:

- *[Achievement 1: e.g., Increased efficiency by X%]*
- *[Achievement 2: e.g., Managed a budget/team of X]*
- *[Achievement 3: e.g., Successfully launched X project]*

I am particularly drawn to *[Company Name]* because of *[Specific Reason: e.g., your reputation for innovation/recent expansion]*. I am eager to bring my proven track record and technical expertise to a new environment where I can contribute to your continued success.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background as a *[Job Title]* makes me an ideal fit for this opening.

Sincerely,

[Your Name]