

[Your Full Name]

[Phone Number] | [Email Address]
[LinkedIn Profile URL] | [City, State]

[Date]

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

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

Re: [Job Title] Application

[Introduction: State the position you are applying for and how you discovered the opening. Briefly mention why you are interested in this specific role within the Career Advancement Network.]

[Body Paragraph 1: Highlight your most relevant professional achievements. Focus on quantifiable results and skills that align with the job description.]

[Body Paragraph 2: Explain how your background prepares you to contribute to the company's goals. Demonstrate your knowledge of the company culture and industry.]

[Closing: Reiterate your enthusiasm for the role. Mention your desire for an interview to discuss how your skills can benefit the team.]

Sincerely,

[Your Name]