

**[Your Full Name]**

[Address, City, State, Zip Code]

[Phone Number]

[Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Organization Name]

[Department]

[Organization Address]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my enthusiastic interest in the [Job Title] position at [Organization Name], as advertised through the Diversity Professional Network. With my background in [Your Field/Specialization] and my commitment to fostering inclusive environments, I am eager to contribute to your team's mission of [Organization's Mission or DEI Goals].

In my previous role at [Previous Organization], I successfully [Action/Achievement related to the job description]. This experience allowed me to develop a deep understanding of [Key Skill] while ensuring that diverse perspectives were integrated into our [Project/Process]. I am particularly drawn to [Organization Name] because of your recent initiatives in [Specific Company Initiative or Value].

My approach to professional growth is rooted in the values of equity and representation. I have consistently demonstrated the ability to [Mention another skill: e.g., lead cross-functional teams, manage complex budgets, or drive technical innovation] while advocating for practices that support a diverse workforce. I am confident that my unique blend of [Skill A] and [Skill B] makes me a strong candidate for this role.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills and experiences align with the needs of [Organization Name].

Sincerely,

[Your Signature - if sending by mail]

**[Your Printed Name]**