

# [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/Search Committee],

**RE: [Job Title] - [Job Reference ID if applicable]**

*[Introduction: State the specific position you are applying for and mention your high-level interest. If you were referred by a member of the Strategic Career Network or a mutual contact, mention them here to establish immediate credibility.]*

*[The Value Proposition: Connect your core competencies to the company's specific pain points or strategic goals. Highlight 2-3 significant professional achievements that demonstrate your ability to deliver results in a similar environment.]*

*[Alignment & Culture: Explain why this specific organization aligns with your career trajectory and how your professional values mirror the company's mission. Demonstrate that you have researched their recent market moves or internal initiatives.]*

*[Call to Action: Reiterate your enthusiasm. Request an interview to discuss how your background can contribute to the team's upcoming objectives. Mention your availability for a follow-up call.]*

Sincerely,

[Your Signature]

[Your Printed Name]