First and Last Name

Address

Phone number

email

April 1, 2021

Name of company

Name of hiring professional

Address of company

Dear [Hiring Professional],

It is with great enthusiasm that I submit my application for the [insert position and name of company]. I have several qualifications that are applicable to this position, including [insert relevant qualification].

In your argument, you should try to:

* Show your reader you possess the most important skills s/he seeks (you're a good match for the organization's mission/goals and job requirements).
* Convince your reader that the company will benefit from hiring you (how you will help them).
* Include in each paragraph a strong reason why your employer should hire you and how they will benefit from the relationship.
* Maintain an upbeat/personable tone.
* Avoid explaining your entire resume but use your resume as a source of data to support your argument (the two documents should work together).

As my work demonstrates, I am [insert relevant skills]. I understand the demands of [insert relevant skills]. Thank you for your time and consideration; I would be delighted to further discuss how I may greatly contribute to the lives of the students you serve. I intend to reach out to learn the status of the application process next week.

Sincerely,

[INSERT SIGNATURE]

Name