First and Last Name

Address (optional)

Phone number

Email

Date

Name of company

Name of hiring professional

Address of company

Dear [insert name of hiring professional],

It is with great enthusiasm that I submit my application for the [insert position and name of company]. I first learned of this opportunity from [insert name or job search engine] who highly recommend that I apply. I have several qualifications that are applicable to this position, including [insert relevant qualification], and I believe I am an ideal fit for the job.

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), and include in each paragraph a strong reason why they should hire you.
* 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]. I would be delighted to further discuss how I may greatly contribute to the impactful work of your company, and you can reach me at my information provided above. Thank you for your time and consideration.

Sincerely,

[INSERT SIGNATURE]

Name