

[NAME]
[email] • [location] • [phone number]

[DATE]

Dear [hiring manager],

I am excited to apply for the [role] at [company]. I would love to bring my experience in [xyz] to [company's] to help achieve the vision of [xyz]. I want to work at [company] because [xyz]. I want to work on [team] because [xyz]. The [role] will help me reach my long-term career goal of [xyz].

[Body paragraph 1] To ensure that I [meet a skill in the job description], I like to [use this approach/framework.] [Details about an example of a time you demonstrated that skill. You can answer: What was the problem/opportunity you started with? Why did you decide to approach this problem/opportunity over others? How did you approach the problem? How did you answer it? What was the impact of your work?]

[Body paragraph 2] [Skill listed in job description] requires [xyz.] In my role as [past experience], I [demonstrated that skill]. [Details about an example of a time you demonstrated that skill. You can answer: What was the problem/opportunity you started with? Why did you decide to approach this problem/opportunity over others? How did you approach the problem? How did you answer it? What was the impact of your work?]

[Body paragraph 3] One of my favourite challenges is [skill listed in job description]. At [past company], I [demonstrated that skill]. [Details about an example of a time you demonstrated that skill. You can answer: What was the problem/opportunity you started with? Why did you decide to approach this problem/opportunity over others? How did you approach the problem? How did you answer it? What was the impact of your work?]

I am confident that my experience in [xyz] make me a strong candidate for [role] at [company]. I look forward to [type of work] to support [company's] vision of [xyz]. Thank you for your time and consideration.

Sincerely,

[Name]