

John Smith

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Dear [HIRING MANAGER NAME].

As a [YOUR CURRENT ROLE] with experience [TOP THREE MAJOR COMPONENTS OF YOUR JOB], I was excited to see your opening for [POSITION] at [COMPANY]. My [TOP THREE SKILLS THAT MAKE YOU A GOOD FIT FOR THE JOB] have served me well in [YOUR CAREER DEPARTMENT] make me uniquely qualified for this particular position.

The job listing mentions a need for a candidate with specific expertise in [SOMETHING THEY'RE LOOKING FOR]. I have worked in/with [THAT THING] on many occasions in my current and previous roles as a [ROLE]. One of my strongest skills is [A SKILL THAT RELATES TO WHAT YOU'RE LOOKING FOR]. Past projects have also utilized my skills in [AN ADDITIONAL RESPONSIBILITY OR TWO YOU HAVEN'T MENTIONED] which would be valuable in this role.

I am excited to bring my experience in/with [TOP TWO SKILLS YOU WANT THEM TO REMEMBER ABOUT YOU] to your team. I look forward to discussing the role in more detail and finding the ways I can contribute to achieving your goals.

Thank you for considering my application.

Sincerely,

[YOUR NAME/SIGNATURE]