

[Your Name]  
[Your Address]  
[Your Email]  
[Your Phone]

[Today's Date]

[Hiring Manager's Name]  
[123 Company Address]  
[Company City, State XXXXX]

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

My name is [Name], and I want to join [organization] as a [role] because I love [aspects of the job]. I saw your posting for the [role] role on [source where you heard about the job] and was immediately inspired to apply. [Brief professional background, don't say everything on your resume, highlight the most relevant in 1-2 sentences]. My professional experience, expertise, and career goals align with the job's stated objectives, and I am confident that I have the right skills for the job.

My CliftonStrengths top five strengths are [5 strengths]. [Example of how to apply 1-3 of these strengths in this role with examples]. These strengths will enable me to [do keywords from the job description]. I am energized by [keywords from the job description].

In addition to [relevant experience not mentioned above], I served as [leadership roles and activities]. Beyond these activities, I also [other experience you have that highlights relevant skills for this position]. Taking on these roles has led to some of my proudest accomplishments, including [list out your proudest and most relevant accomplishments for this job].

[Famous person] say, "[inspirational quote]." I believe [connect that quote to the job]. If I am hired for this position, then I will [perform tasks at the highest level as an A player]. [Demonstrate your personality or sense of humor].

[Company Name] is an emerging leader in the [company's industry] industry, making your job the perfect opportunity to apply my passion and expertise to this industry. I am confident that my enthusiasm and eagerness to learn can take the position to new heights to positively impact your organization.

I've attached my resume, which further details my core competencies and experience. Thank you for your time and consideration. Please feel free to reach out to me if you have any questions or would like to schedule an interview. You can call me at [123-456-7890] or email me at [email@gmail.com]. I look forward to the opportunity to speak with you about this opportunity.

Sincerely,

[Your Full Name]