



Dear <Name>,

I am writing in regard to your job opening of <JD Advertised>.

As a candidate with extensive experience in <job title>, I am highly skilled in <Skills associated to JD>. The opportunity to join <Organization> greatly interests me because <Reasons>.

As a holder of <Degrees, Certs>I can competently execute <JD Responsibilities>. I believe that I would make a valuable asset to your team and I offer my resume for your review. As per my professional summary, my qualities and experience make me highly suitable for the role of <JD Advertised>. I am highly regarded for <Skills>.

I am proficient in <Systems>. Throughout my career, I have demonstrated the highest levels of service and commitment to the mission of any organization I have worked for. <List 3-4 achievements relevant to the JD>. Therefore, if you are looking for a well-grounded <Job Title> please contact me to arrange an interview.

I am eager to learn more about how your organization can benefit from my contribution. I thank you for your time and consideration, and I look forward to hearing from you.

Regards <your Full Name>