

Your Name
Your Address
City, State/Province
Email Address
Phone Number

[Recipient Name]
[Recipient Job Title]
[Company Name]
City, State/Province

Re. [Job Title and ID Number]

Dear [Recipient Name],

[Imagine you're in an elevator with the hiring manager - you have 15 seconds - what would you say to convince them they should take a half hour out of their busy day to meet with you? Start with a strong opening sentence that grabs the reader's attention. Mention the position you are applying for and how you found out about the opportunity. Briefly state why you are excited about the role and/or company.]

[In this paragraph, mention specific experience, skills, or qualifications that make you an excellent candidate for this role. Use examples from your past work to demonstrate your accomplishments. Align your background with the job description by including keywords.]

[Discuss why you are particularly interested in this company or industry. Show that you have done your research by mentioning the company's mission, recent projects, or values. Explain how your goals align with theirs.]

[End with a strong closing statement. Reiterate your interest in the position and company in a realistic way. Express enthusiasm for the opportunity to contribute to their team. Politely request an interview and mention that you are happy to provide further information or references.]

Sincerely,

SIGN THIS AREA

[Your Name]