Company Name

Contact Salutation & Name

Physical Address (if available)

City, State Zip

Month ##, **2016**

**Dear** [Contact Name OR Hiring Manager],

**With** [number] **years experience in** [choose the 2 – 3 things you want to emphasize based on the job posting. This should mirror your objective], **I am very interested in the** [position title] **position within** [name of company] **as advertised on** [place where you found the job posting]. **Being passionate about** [speak to why/how you are passionate about wither the company, the industry or the function], **I am excited to** [something right from the job posting]**...**

**In my role as** [your current job position] **at** [your current employer’s name], **I** [describe a couple of the accomplishments from your resume, but make sure they directly relate to the job posting requirements]. **I** [give specific example of a project you worked on that directly relates to the job posting requirements] **which has resulted in** [mention how successful this project was and what you gained from it]. **Additionally, having performed** [mention a couple more specific examples that directly relate to the job to which you are applying. This can be a skill you learned/developed, a project you worked on, or something else relevant].**I see all of these experiences translating seamlessly to the** [job title of what you are applying to] **role in performing** [something right from the job posting] **at** [name of company].

**Previously as** [a past job position] **at** [employer’s name]**, I** [describe a couple of the accomplishments from your resume, but make sure they directly relate to the job posting requirements]**. I** [give specific example of a project you worked on that directly relates to the job posting requirements] **which has resulted in** [mention how successful this project was and what you gained from it]. **I see all of these experiences in particular translating seamlessly to the** [job title of what you are applying to] **role in performing** [something right from the job posting] **at** [name of company]**.**

**My natural leadership skills and strong team building abilities are assets I have used in** [mention specific accomplishments or combine ideas here of similar accomplishments at multiple places that directly relate to the job posting requirements]**. I look forward to blending my** [list a few relevant skills here from the job posting that you have] **to advance** [name of company’s] **initiatives such as** [find some from job posting or by researching their ‘About Us’ on their website]**.**

**I am certain that my past experience in** [reiterate from the opening paragraph] **is in direct alignment with what you are seeking in a candidate. I look forward to discussing how my qualifications can best be utilized at** [name of company]**. Please feel free to call me at** [your phone number]**, or e-mail me at** [your email]**.**

**Thank you for your time and consideration.**

**Respectfully,**

Name

[Remove bolding, change all type to black, and when complete it be no more than one page.]