YOUR NAME

example@example.com  |   555-555-5555  |   City, State Zip Code

March 20, 2024

[Hiring Manager's Name]

[Job Title]

[Employer's Name]

[Street Address]

[City and Zip Code]

Dear [Hiring Manager's Name],

**The Opener:** This is where you'll briefly introduce yourself, say where you found the job and why it interests you.

**Opener Example:** I am writing to express my interest in the [job title] position. I am a self-motivated and progress-driven [previous job title] with an extensive background in [field of expertise]. I have developed and executed strategies that will bring value to [company name].

**The Body:** This is the main part of your letter. Here, you'll highlight your skills and show the employer why you're right for the job.

**Body Example:** In my work at [current or previous company], I was recognized repeatedly for excellent [job duty] and consistently exceeded expectations as a top [job title]. I stayed current on company policies and procedures to always offer [impressive qualification]. My work was top-notch across the board, and managers relied on me to handle tough jobs. In addition to that, I will bring many skills to this role, including:

* [skill one, and how it drove performance]
* [skill two, and how it drove performance]
* [skill three, and how it drove performance]

**The Closer:** This is the final paragraph where you'll sign off and can include next steps.

**Closer Example:** Thank you for your time. It would be a pleasure to speak with you and discuss this opportunity with [company name]. I look forward to hearing from you soon.

Sincerely,  
Your Name