

Name

Role

Phone: phone number * Email: email * Where person lives

today's date

Hiring Manager

Company

Job Location

Dear Sir/Madam,

Paragraph 1: Introduction

Example: [I'm delighted to apply for the career counselor position at IHeartjobs. It's a wonderful match for my skills and career priorities, and as a seasoned resume writer with over 500 resumes in my portfolio, I believe I have much to offer the IHeartjobs team.]

Paragraph 2: Talk about skills and achievements

Example: [In addition to writing resumes, I've taught both career coaches and individual job seekers the benefits and process of resume optimization, helping them secure interviews for themselves and their customers. Known for my client-facing skills, I've hosted over 200 webinars and counting, and I think the skills developed in doing so are a perfect match for a high-volume career counselor.]

Paragraph 3: State interest of the job and conclude

Example: [I'd be excited to bring my deep knowledge of resume optimization to help IHeartjobs clients get more interviews and ultimately land desirable jobs, as is your mission. Please feel free to contact me at joewilliams@gmail.com or by phone at 868-554-0430. Thank you for your time and consideration.]

Sincerely,

Name