

# First Last

To: Recruitment Manager

Recruitment Manager,

I came across your advertisement for (X job) at (Y company) and I would like to submit my resume for your consideration. The position at (Y company) is interesting to me for (reason) and your company sounds like a great place for me to start my career after successfully graduating with my degree in (subject) from (university). Your company's mission statement is (X) and that applies to my vision because (explanation). I could see myself working for your company long-term in (x position) if given the opportunity to mature and grow under your leadership and guidance.

I believe I would be a good fit for your company because I have (unique skill or experience) that relates to (job description). I am looking for a company like yours where I can learn to apply my skills in (x, y, and z) that I developed through (college courses/experience). (Final sentences specific to job posting: does the environment sound good? Is it close by? Is it work from home? Take a specific detail from job posting and elaborate on it to make it look like you thoroughly read the ad/company website and to get the manager to start picturing you in their environment).

Thank you so much for your consideration and I hope to hear back from you soon!

With Enthusiasm,

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