**JOHN SMITH**

18 King St, Melbourne, VIC 3000 ♦ 0411 222 333 ♦ test.email@gmail.com

January 6, 2023

RE: [Job Title], [Ref#], [Date]

Dear [Ms. or Mr. Last Name],

Upon learning about the [Target Job Title] posting with [Target Company], I was eager to contact you with my interest. When reviewing the job description, I was excited to see how well my experience aligns with your company's needs and position requirements. From reading your company's website, I feel your core mission and culture suit what I offer as a professional.

As an adept Cybersecurity Analyst, I have a well-rounded skill set in [Skill 1] and honed talents in [Skill 2] and [Skill 3], making me an ideal fit for the [Target Job Title] position. Further, I am a recognized expert in communication and a communicative collaborator. My previous roles have strengthened my capabilities in leadership and problem-solving, including a keen attention to detail and accuracy.  
  
I am excited at the prospect of bringing my talents to [Target Company]. I look forward to hearing from you, at your earliest convenience, to discuss how my experience and qualifications will prove valuable in the [Target Job Title] role.

Thank you for your time and consideration.

Sincerely,  
John Smith