

Your First and Last Name

City, State, ZIP Code, Country | Mobile Phone

[Firstname.lastname@gmail.com](mailto:Firstname.lastname@gmail.com)

<https://www.linkedin.com/in/profile>

Date (Month Day, Year)

Recruiter or Hiring Manager's Name

Title

Company Name

Department or Program Name (if provided)

Street Address

City, State, ZIP Code, Country (if international)

Dear Mr./Ms./Dr. Recruiter or Hiring Manager's Last Name,

#### (Introduction)

Indicate the position title, reference number, department or program, and company name for which you are submitting your resume and other materials. State the source that lead you to the position and the date the job description was posted. Include the name of the internal employee who referred you to the position if applicable.

#### (Body Paragraph(s))

Explain to the employer what specifically about the position/company interests you. Reference recent projects, how the company's mission and values match yours, how the position will allow you to grow professionally, and/or how your professional goals and passion relate to the position. Show the employer how your education and professional experience will help you be successful in the role. Using keywords from the job description, reference any achievements, qualifications, or skills you have developed that will be beneficial to the role. In this section, it is important to show where your career has been and how it has helped lead you to this position.

#### (Conclusion)

Genuinely express your gratitude for the employer taking the time to consider your application and restate the position title and reference number. Advise the employer that you are interested in meeting in-person to further discuss your qualifications and learn more about the position. Provide the best phone number or email address for the employer to contact you.

Sincerely,

(Your written signature, if possible)

Your typed first and last name