Dear <Name>,

I am writing in regard to your job opening of <Target Role>. As a candidate with extensive experience in <job title>, I am highly skilled in <Hard Skills to JD>.

The opportunity to join <Organization> greatly interests me because <Reasons>. As a holder of <Degrees, Certs>I can competently execute <JD Responsibilities>. I believe that I would make a valuable asset to your team and I offer my resume for your review.

As per my professional summary, my qualities and experience make me highly suitable for the role of <Target Role>. I am highly regarded for <Transferable Skills>. I am proficient in <Systems>.

Throughout my career, I have demonstrated the highest levels of service and commitment to the mission of any organization I have worked for. <List 3-4 achievements relevant to the JD>.

Thus, if you are looking for a well grounded <Job Title> please contact me to arrange an interview. I am eager to learn more about how your organization can benefit from my contribution.

I thank you for your time and consideration, and I look forward to hearing from you.

Kind regards,