Hello!

I’m [your first and last name], and I’m a [your job].

I was excited to see that [the company] has an opening for a [the job], and I would love to join your team in this position. [One or two specific reasons why you like the company.]

My education in [your area of study], [number of years] years in [the relevant field], and skills in [your skill areas] will let me get right to work [doing the tasks required for the job].

[Anecdote that shows the aspects of your personality or working style that make you perfect for the job]. / [Project or achievement that proves you have what it takes, including numbers or stats from it].

You can read more about my qualifications and experience from my attached resume, and you can see examples of my work at [link to your portfolio / website].

Thank you in advance for your time. I look forward to talking with you about how I can help [the company] as your new [the position].

[Your first and last name] [links to your social media accounts]