{{DATE}}

Dear [HR Manager, Hiring Team, or Name of Hiring Manager],

I am writing to express my enthusiasm and interest in the {{JOB}} position. This is an exciting opportunity to work for {{COMPANY}} because of [insert applicable content from the job description/company website that you find interesting]. [Insert a personal sentence about why what you just mentioned is important to you.] In addition to my relevant technical skills, I am confident that my [insert soft skill quallifications] would contribute shared value to your team.

[Insert most recent certification program or further education that is relevant to this job]. In addition to my interest in {{COMPANY}} mission of [insert the company’s mission/values/goal], I believe that my ongoing development in and passion for data analytics will make me an ideal fit for the {{JOB}} role.

Prior to joining the Merit America program, I worked for over [ \_\_ years in the \_\_\_\_ industry]**.** Through this experience, I developed and refined [insert relevant skills] skills that will further set me up for success at {{COMPANY}} . Highlight include:

* [2 to 3 sentence story explaining how you have that skill]
* [2 to 3 sentence story explaining how you have that skill]
* [2 to 3 sentence story explaining how you have that skill]

Given the skills that I have honed over the course of my career, I truly believe that I would bring great value to the {{JOB}} role, and I could not be more excited to pursue this opportunity.

I genuinely appreciate your time, and I look forward to any next steps in the interview process and the chance to explore a mutual match.

Thank you for your consideration,

{{NAME}}

{{PHONE}}  
{{EMAIL}}

{{LINKEDIN}}