

Your Name

Your Profession

✉ email@example.com

☎ +1 (555) 123-4567

in linkedin.com/in/yourname

🐙 github.com/yourusername

📍 City, State, Country



April 20, 2025

Recipient Name

Company Name

Address Line 1

City, Country Dear Hiring Manager,

I am writing to express my interest in the [POSITION] at [COMPANY], as advertised on [SOURCE]. With my background in [FIELD] and experience in [RELEVANT SKILLS], I believe I would be a valuable addition to your team.

My professional experience includes [KEY ACHIEVEMENT], where I successfully [WHAT YOU DID AND THE RESULT]. Additionally, I have developed strong skills in [SKILL AREAS] that align perfectly with the requirements outlined in your job posting.

What draws me to [COMPANY] is [SOMETHING SPECIFIC ABOUT THE COMPANY]. I am particularly excited about [COMPANY PROJECT/VALUE/INNOVATION] and would welcome the opportunity to contribute to your continued success.



I would welcome the opportunity to discuss how my skills and experience would benefit your organization. Thank you for considering my application. I look forward to hearing from you.

Sincerely,

Your Name

