Need a COVER LETTER? Use this:  
  
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>. My solid background in <People Skills> has allowed me to manage teams with exceptional performance.  
  
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 an organized  
<“What” + “Who”> you are welcome to 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.  
  
Regards,  
<Your Name>