

Your Name

Your Title | Another Title

yourwebsite.com LinkedIn email@example.com +1 234 567 8900

Date: Month Day, Year

To: Hiring Manager / Recruiter Name

Company: Company Name

Position: Job Title

Dear Hiring Manager,

I am writing to express my interest in the [Job Title] position at [Company Name]. With [X years] of experience in [your field], I am excited to contribute to [something specific about the company or role].

In my role as [Your Title] at [Company], I [key achievement that relates to the job]. This equipped me with [relevant skills] that align with your needs. What sets me apart is [unique strength], demonstrated by [concrete example with results].

I would welcome the opportunity to discuss how my background can contribute to [Company Name]'s goals. Thank you for considering my application.

Sincerely,

Your Name