

**First Last Name**

City, State Zip | professional\_email@address.com | 000-000-0000

Date

(Name if available)

Company Name

(Department if available)

Street Address

City, State Zip

Re: Position, (# if available)

Dear (Hiring Manager),

First paragraph: interest in position, how you found out about the position, interest in/alignment with the company

Second paragraph: describe how your unique skills/experience/accomplishments relate to the position you're interested in and reiterate your desire to use these skills to contribute to the specific employer

Closing paragraph: request an interview to discuss your background/qualifications and express gratitude for the company/their time/the opportunity to be considered

Sincerely,

First Last Name

