**YOUR NAME**

000 - 000 - 0000│Email│LinkedIn URL

**Date**

**Employer Full Name**

**Company Name**

**Company Street Address**

**City, State Zip Code**

Dear **(Hiring Manager Name,)**

Throughout my life, **(INCLUDE AN EXPERIENCE OF YOURS THAT PEAKED YOUR INTEREST IN THE FIELD, OR AN INTEREST THAT RELATES TO EITHER THE COMPANY’S MISSION OR THE WORK YOU WOULD BE DOING IN THIS ROLE)** has always intrigued me. **(EXPAND ON WHAT LED YOU TO SEARCH FOR THIS ROLE AND COMPANY SPECIFICALLY).** My **(INSERT** **RELEVANT SKILLS)** and strong interest in (**INSERT INTEREST)** encouraged me to obtain my **(NAME OF DEGREE)** at **(NAME OF UNIVERSITY)**. Throughout my time at **(SCHOOL OR WORK)**, I **(INTEGRATE YOUR PERSONAL BRANDING STATEMENT HOW YOU SEE FIT)**. Ultimately, my goal is **(INSERT GOAL)**, and when I found the opportunity to apply to **(COMPANY)** as a **(NAME OF POSITION)** through **(NAME OF CURRENT EMPLOYEE WHO GAVE YOU A REFERRAL)**, I knew I could make a positive impact through this role. I am confident that my experiences **(WORKING IN A PREVIOUS POSITION OR DEVELOPING THE RELEVANT SKILLS)** would make me a proper candidate for the position of **(NAME OF POSITION).**

Understanding the importance of **(RELEVANT SKILL)** to the team, I believe my previous efforts at **(NAME OF PAST COMPANY OR YOU CAN DO A SKILL)** align with what **(COMPANY)** is looking for in a candidate. **(SHARE SPECIFIC EXAMPLES AND STORIES IN WHICH YOU DEMONSTRATED HOW YOUR PREVIOUS EXPERIENCES AND THE SKILLS YOU POSSESS ALIGN WITH WHAT THEY ARE LOOKING FOR IN A CANDIDATE; USE SPECIFIC SUCCESS METRICS AND NUMBERS WHERE APPLICABLE; STRUCTURE YOUR ANSWERS CONCISELY USING THE SOART METHOD.)** The skills that I have developed over the past few years and my past achievements confirm the substantial value I would add to **(COMPANY)**.

Moreover, I am excited to apply the skills I have developed through undertaking my **(SPECIFIC PROJECT OR DEVELOPING A CERTAIN SKILL)** at **(PAST COMPANY)** to this role. **(SHARE SPECIFIC EXAMPLES AND STORIES IN WHICH YOU DEMONSTRATED HOW YOUR PREVIOUS EXPERIENCES AND THE SKILLS YOU POSSESS ALIGN WITH WHAT THEY ARE LOOKING FOR IN A CANDIDATE; USE SPECIFIC SUCCESS METRICS AND NUMBERS WHERE APPLICABLE; STRUCTURE YOUR ANSWERS CONCISELY USING THE SOART METHOD)**. My experience working **(AT MY PAST COMPANY OR DEVELOPING A CERTAIN SKILL)** demonstrates my initiative and commitment to **(SHARE HOW YOU ALIGN WITH THE COMPANY’S OR TEAM’S MISSION)**.

I am grateful for the opportunity to be considered for this position, and I look forward to discussing the next steps. Thank you for your time.

Sincerely,

**(YOUR NAME)**