June 28, 2020  
Company  
City, State (of job location)

Dear Hiring Manager/(***Company Name***),

I was excited to see the job posting for ***XYZ.*** ***State a reason why you’re applying to this position.*** With this letter and the attached resume, I would like to express my sincere interest in the role***.***

After reviewing the job announcement, I am confident that my **knowledge, skills and experience** will be a great asset in this role. Here are some career highlights that demonstrate my close alignment with the job description:

* ***Accomplishment 1***
* ***Accomplishment 2***
* ***Accomplishment 3***

In addition to all of the above, ***I have a great deal of energy and a personal commitment to providing the highest level of professionalism.***

My experience in ***Skill 1, Skill 2 and Skill 3*** will translate into a dedication toward the success of the team, and also a commitment to the integrity of the organization. Thank you very much for your time. I look forward to speaking you in the near future.

Sincerely,

***Your Name***