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

Dear Hiring Manager/(Company Name),

I was excited to see the job posting for XYZ because of blank (*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 is a quick summary of how I line up with a few of your objectives:

|  |  |
| --- | --- |
| Your Requirements | My Accomplishments |
|  |  |
|  |  |
|  |  |

Moreover, I have developed the capacity to integrate effective communication skills across all levels of organization, allowing me to excel in both independent and team-oriented environments.

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

Sincerely,

Your Name