Your Name

Address, City, ST ZIP Code | Telephone | Email

Date

Hiring Manager (use their name if you know it)

Title

Company

Address  
City, ST ZIP Code

Dear Hiring Manager (use their name if you know it):

I am applying for this job title. Your company’s mission of ….. aligns with my interests/experiences/values/etc. in this way.

Write a second paragraph about your background and how that aligns with the job description in specific ways.

Write a third paragraph focusing on another reason why you are qualified for this position.

Conclude with a summary of why you are uniquely qualified for the position. Thank you for your time and consideration. I look forward to speaking with you further about my qualifications for this position.

Sincerely,

Your Name