[Your Name]

[City, State] · [Phone] · [Email] · [LinkedIn URL]

[Date]

[Hiring Manager's Name]
[Title]
[Company Name]
[City, State]

Dear [Mr./Ms./Mx. Last Name or Hiring Manager's Full Name],

[Opening: name the job and where you found it, and give a one-sentence hook explaining why you are a great fit or why this company excites you.]

[Middle paragraph 1: describe your most relevant experience. Connect one or two specific achievements, with numbers, to the main requirements in the job posting.]

[Middle paragraph 2: show you understand the company. Explain what draws you to them and how your skills will help them reach a specific goal or solve a problem.]

[Closing: restate your enthusiasm, thank the reader, and invite the next step, e.g. I would welcome the chance to discuss how I can help (company) (goal).]

Sincerely,

[Your Name]