

FirstName LastName
Phone Number
Email

Date

Name of Contact
Name of Company
Street
City, State Zip

Dear Hiring Committee:

Paragraph #1: Thank you for your consideration for the **Job Title** position with **Company**. I am very interested in this position and feel like my previous experience and education makes me a great candidate for the position. **Additional details about any connection to the company.**

Paragraph #2: Talk about your relevant experience and give specific examples. Talk about the job requirements and how you fulfill the requirements.

Paragraph#3: Talk about why you are interested in this specific position and why you could be a good fit for this position. Pique the hiring manager's interest by explaining what makes you special. If you are missing any required or preferred skills explain what skills you are missing and what you're doing to gain those skills so the employer doesn't have to worry about it.

Paragraph #4: Thank you for your time and consideration. I look forward to talking to you more about this opportunity. You can reach me at **Phone Number** or **Email**.

Sincerely,
Name