**First Name Last Name**

Phone Number | Email Address | LinkedIn

Name of Office/Team

Company/Organization/School Name

City, State

Date You Are Submitting the Application

Dear Hiring Manager,

I am writing to express my interest in the Position within the Office at Company. Why do you feel like this is a good fit position for you? What sets this position/company apart from others in this industry? I would love to bring my passion and hard-working mentality to your team.

Name a skill that you would like to highlight from your experiences (ideally something mentioned in the job description). Provide an example from your past experiences that showcases this skill. Describe the context of this situation and how you grew from it. Connect this story/skill to the job that you will be applying for.

Repeat the above process for two more skills, each with their own paragraph.

I have no doubt that my passion, energy, and innovation will carry over into the Position and look forward to discussing the opportunity to join your team. If you have any questions, please don’t hesitate to email me at Email Address or call me at Phone Number.

Sincerely,

{Signature}

First Name Last Name