

YOUR NAME

Job Title | Professional Headline

City, State · (555) 123-4567 · you@email.com · linkedin.com/in/yourname

October 5, 2026

Hiring Manager's Name

Title

Company Name

Street Address, City, State ZIP

Dear [Hiring Manager's Name],

I am writing to apply for the [Job Title] position at [Company Name]. With [number] years of experience in [field] and a track record of [key achievement], I am confident I can help your team [goal from the job ad].

In my current role at [Current Company], I [main responsibility]. Most recently I [specific accomplishment with a number], which [result for the business]. I also [second accomplishment or skill that matches the job].

What draws me to [Company Name] is [something specific about the company, product or mission]. I would welcome the chance to bring my [top two skills] to your team.

Thank you for your time and consideration. I look forward to discussing how I can contribute to [Company Name].

Sincerely,

Your Name