**[YOUR NAME]**

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

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

[OPENING: State the position you're applying for and where you found it. Lead with something compelling—a connection, achievement, or genuine enthusiasm for the company. Make them want to keep reading.]

[BODY 1: Highlight your most relevant experience. Connect your background directly to what they need. Use specific examples and metrics where possible. "In my role at X, I achieved Y, which demonstrates my ability to Z."]

[BODY 2: Show you understand their challenges. Demonstrate you've researched the company. Explain how your skills address their specific needs. "I'm particularly drawn to [Company]'s approach to X because..."]

[CLOSING: Reiterate your enthusiasm. Include a clear call to action. Thank them for their time. "I would welcome the opportunity to discuss how my experience in X can contribute to Y. I'm available at your convenience."]

Sincerely,

**[Your Name]**

**Tips:** *Keep to one page. Match tone to company culture. Customize every letter—generic = rejected. Proofread twice.*