

[Your Name]

Address

Address

Hiring Committee

Place of Work

Address

Address

Dear [Place of Work] Hiring Committee:

I am writing to express my interest in the [Job Title] position that is currently available at [Place of Work.] Evident in my attached resume, I am qualified for this position given my experience in [your expertise here.]

I have learned valuable skills that can be perfectly matched to the current position available, such as [insert an example here.] I have improved my professional demeanor and written and verbal communication skills as a leader through various experiences such as [add information here.] As a result of [taking multiple core classes, multiple years of experience in this area, etc.] I have gained [an explanation here.] This information can be found in more detail in the attached resume.

I have an interest in [place at least three skills/interests here.] I am excellent at [one or two items.] Because of my skills and experience, I believe that I would be a marvelous fit for a position at your establishment.

I look forward to discussing how I can be a beneficial asset to your organization. If there are any concerns or questions regarding my application, please contact me at 123-456-7890.

Thank you for your time and consideration.

Sincerely,

[your signature here]

[your name here]