**FIRST AND LAST NAME**

Local Address, City, State, Zip Code *(optional)*

Phone Number, Email Address

*(Your LinkedIn Profile page)* https://www.linkedin.com/profile/view

*(This heading should be identical to the one on your resume)*

Date

Hiring Manager Name *(if known)*

Company

Street Address

City, State, Zip

Dear Hiring Manager, *(use name, if known)*

I was excited to learn about your position as a *(position title)* with *(company)* on *(source of job posting - company website, Handshake, etc.)*. The opportunity to work for a company that *(use information about the company or their mission statement here)* is exactly what I am looking for. I believe my proven track record with *(list 2-4 key strengths, skills, and accomplishments)* will be a great asset to *(company)*.

Through my professional experience, I have learned that I excel in environments that *(use the technical and performance-driven elements from your experience that relate to the job posting)*. During my work at *(previous company and title, including internship)*, I…*(discuss experience, goal achievement, and/or accomplishments using the resume format of verb + task + context + result)*. Through this role, I was able to *(discuss skills developed, qualifications earned, achievements. Do not restate your resume. Focus on how your past experience has prepared you specifically for the position you are applying for)*. As a result of *(final description of skills and experience and how they contributed to specific results, outcomes, or professional growth)*.

Additionally, through my work at… *(You can include an additional paragraph to highlight additional relevant professional experience you may have. If your professional experience is limited, you can use this section to discuss academic projects, accomplishments, or internships that are relevant to the position you are applying for. Always remember to provide context and results whenever possible)*. These professional experiences have developed me into a leader and resource within my department, and I believe that I can use these skills to effectively serve as a *(reiterate position title)* at *(company)*.

I welcome the opportunity to meet with you in person to discuss my skills and experience. I will contact you next week to verify you received my resume. In the meantime, please feel free to contact me at *(email address)* or by phone at *(phone number)*.

Thank you in advance for your consideration.

Sincerely,

*(leave four to five spaces for a signature)*

Your Name *(type full name)*