

# FULL NAME

City, State  
phone ✦ email  
LinkedIn URL

TITLE OF POSITION APPLYING TO GOES HERE!!

MM, DD, YYYY

Name

Title

Company

Address

City, State Zip

Dear [name],

With the utmost enthusiasm, I would like to express my interest in the [position title] position at [company]. My interest in [field] has taken me from [experience] to [experience]. I believe that my passion for [aspect of your field or background], strong commitment to [aspect of your field or background], and interest in [aspect of your field or background] make me an ideal candidate to join the [department] staff at [company].

As a candidate, here's what I could immediately bring to the table:

**An effective [descriptor that reflects transferable skill #1]:** In my role at [previous job], I [action or accomplishment]. I was also able to showcase my [skill] abilities as a [role] in [project name] project by [what you did].

**A disciplined [descriptor that reflects transferable skill #2]:** I have always displayed my careful approach to [job duty] by [action]. At [previous company], I frequently [action]. In addition, I had the opportunity to [action or accomplishment], which further shows my dedication to [aspect of your field].

**A passionate [descriptor that reflects transferable skill #3]:** Everything I have engaged in so far has all been driven by my keen interest in [aspect of your field]. Even as a [previous role], I made sure to dedicate some part of my day to [action]. It is this passion that has driven every one of my career decisions thus far.

I look forward to contributing my skills and experiences to the [position title] position at [company] and hope to have the opportunity to speak with you further about how I can be an asset to your team.

Sincerely,