**Your Name**

Your Address

Phone and email

(Same format as on resume)

Hiring Manager Name

Hiring ManagerTitle

Business Name

Business Address

Dear Hiring Manager Name,

RE: Position Title

            I am very interested in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ position posted at \_\_\_\_\_\_\_\_\_\_\_\_. \*\*Sentence or two on why you are the right fit.

I have a proven record of accomplishment in a majority of the competencies you are seeking. In my experience as\_\_\_\_\_\_\_\_\_\_ . Include 3 points from the job ad that you have done – provide a sentence on how you have that experience/demonstrated what you have done.

While in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ program or while at another employer I have learned \_\_\_\_\_\_\_\_\_\_\_\_ – Pick 2 or 3 more focuses from the job ad that you have learned

With my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(skill) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(skill) I am an ideal candidate. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will greatly benefit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Thank you for your time and consideration, I look forward to hearing from you.

Sincerely,

Your Name