**FIRST NAME LAST NAME**Kansas City, Missouri |123.456.7890 | youremail@gmail.com

Month, Date, 20XX

Name of Addressee   
Addressee Title  
Street Address  
City, State, Zip Code

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_ or Hiring Manager (if you don’t have a direct name):

It is with great excitement that I apply for the job you are applying for position. If you were referred to the position, this is a good place to name the person who referred you. My skill/qualification 1, skill/qualification 2, skill/qualification 3 developed from my previous experience name previous positions, make me an excellent fit for the position.

I have over # years of experience working for name of most relevant previous position and organization. During this time, I have ...write about what you have done or skills you have developed that are relevant to the new position you are applying for. This should be approximately 2-3 sentences long.

As demonstrated in my resume, I have ….name another experience from your background that is relevant. This experience has enabled me to write about what you have done or skills you have developed that are relevant to the new position you are applying for. This should be approximately 2-3 sentences long.

Write something positive that you like about the organization, I would be honored to be part of your team/organization. Add one to two more sentences about why you would be an asset to their mission/new initiative.

Thank you for considering me for the name of position with name of organization. If you are moving to a new city or transitioning industries this is a good place to mention your commitment to something new/interest in the new city/town where you are relocating. I look forward to speaking with you in greater detail about this opportunity. I can be reached at 123-456-7891, or at youremail@mail.com, to schedule an interview. Thank you for your time and consideration.

Sincerely,

Your first and last name