|  |  |
| --- | --- |
| Name  Job Title | [Address Line 1]  Phone: [ ]  Email: [ ] |

[Date]

[Company Name]

Dear Hiring Manager,

I am excited to submit my application for the **[JOB TITLE]** position at **[COMPANY NAME]**. I found this job posting online and after comparing the responsibilities to my own skills and interests, I jumped at the chance to apply. I believe my **[#]** years' experience in **[INDUSTRY]** have allowed me to develop the critical skills needed to excel in this role.

In my CV / Resume, as well as the page below, I have taken the time to highlight some of my specific experiences that have prepared me to be a strong contributor to your team in this **[JOB TITLE]** position.

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Finally,**[COMPANY NAME]** has a great reputation and strong values that closely align with my own. I would be grateful for the chance to contribute to your future success. Thank you very much for reviewing my application and I look forward to further communication.

Sincerely.

**[Your Name]**