

NAME

City, State | Phone Num | email | LinkedIn

Dear **[INSERT COMPANY NAME]**,

With the utmost eagerness, I want to express my interest & passion for the **<ROLE NAME>** position. As a **<QUALITY 1>** & **<QUALITY 2>** driven employee, I know my versatile skills and qualifications will make me an asset to the team.

As you will find on my resume, I have had a variety of experiences with many different roles in **<DESIRED INDUSTRY(S)>**, from my time at **<EXPERIENCE 1>** to my time at **<EXPERIENCE 2>**. I am looking to make the next step in my career by leveraging my **<DESIRED INDUSTRY(S)>** to do **<XYZ>**.

As a prospective employee, I immediately can bring the following qualities to the team:

<SKILL 1>: <1 sentence intro about your career>. (Expand on 1 project example that exemplifies that listed skill). <2 sentences about context> <2 sentences about your actions> <2 sentences about impact>.

<SKILL 1>: <1 sentence intro about your career>. (Expand on 1 project example that exemplifies that listed skill). <2 sentences about context> <2 sentences about your actions> <2 sentences about impact>.

While my resume provides a quick summary of my experiences, I hope to have the opportunity to share how I can bring value to your company's needs.

Sincerely,

Name