YOUR NAME

City, State • (555) 555-5555 • you@email.com

[Month Day, Year]

[Hiring Manager Name] [Company Name] [Company Address]

Dear [Hiring Manager Name / Hiring Team],

I'm writing to apply for the [Job Title] position at [Company Name]. [One sentence on how you found the role or a specific, genuine reason this company/role interests you — not “I want to work in X.”]

[Paragraph 2: Pick one or two experiences — a job, internship, class project, or student org role — that map directly to what the role needs. Use the same action + what you did + result pattern as your resume. Be specific: a number, a tool you used, or a concrete outcome beats a general claim.]

[Paragraph 3, optional: One more relevant point, or why this specific team/mission fits what you're looking for next.]

Thank you for your time and consideration. I'd welcome the chance to talk more about how I can contribute to [Company Name/team].

Sincerely,

[Your Name]