**[DATE]**

**Dear [NAME OF RECIPIENT], [JOB TITLE]**

My name is [NAME] and I am writing to express my keen interest in the available position of [POSITION APPLIED] at [COMPANY NAME]. I believe my employment experiences, skill set, and personal qualities make me an

In my most recent position as [TITLE], I was responsible for [LIST OF RESPONSIBILITIES]. My other duties included [OTHER DUTIES]. In this role, I was very lucky to gain experience in [SPECIFIC AREA] and further develop my skills, especially [SKILLS DEVELOPED]. My success in this position is demonstrated by [EXAMPLES].

Many of my other previous employment experiences have also well equipped me for the position of [POSITION APPLIED]. I was employed by [COMPANY NAME] in the role of [TITLE] for [LENGTH OF TIME]. This provided a wonderful opportunity for me to hone my skills in [SKILLS OR AREAS]. My employer thought me to be an excellent employee, as I [EXAMPLES OF SUCCESS].

I feel that I have a strong basis in the [SPECIFY TYPE] industry, which would lend itself very well to a [POSITION APPLIED] position. I am a skilled [POSITION TITLE] and I pride myself on my keen attention to detail in all areas of my work. My employment at [COMPANY NAME]– as well as other [COMPANY NAMES]–has attuned me to the necessities of clear communication, thoroughness, and working with accuracy and efficiency. I believe I would make an excellent [POSITION APPLIED] as I would bring to the position not only my skills, but great [ATTRIBUTE] and [ATTRIBUTE]. With the combination of my enthusiasm and skills, I think the [POSITION APPLIED]

position is one in which I would excel, and I believe I would be a valuable asset to your business.

I have attached my resume. Thank you for your consideration. I look forward to hearing from you in the near future.

**With Regards,**

**[NAME]**

**[CONTACT INFO]**