**[Date]**

**[Manager Name]**

**[Street Address]**

**Dear Jane Doe,**

I’m passionate about [helping X type of customer, solving Y goal, working in Z industry] -- which is how I found the [open position] at [company name]. The more I learned about [company’s] mission to [insert mission here, i.e. “improve the remote working experience,” “make personal finance easy”), the more excited I became. My [applicable skill #1 and applicable skill #2] , as well as experience in [field] and knowledge of [related topic], would make me an asset to the [department, i.e. “Customer Development”] team.

As a [title] at [current employer or skill], I’m responsible for [doing X and Y]. This has helped me develop [ability] -- in fact, [insert proof of your skill, e.g. “my boss recently said I was one of the most resourceful employees he’s ever had” or “I’m known for my ability to stay collected and take the lead during high-pressure situations.”] I’d use [X skill] as your [job title] to [achieve main objective].

I’m also [skilled in X/possess Y and Z positive traits], which comes from my [previous work or extracurricular experience]. [In that role, on that team], I developed a knack for [skill/traits]. This was instrumental in [hitting specific milestone/exceeding expectations]. You’re looking for someone with [X skill/character traits], and I believe I’m a good fit.

Over the past [number of years], [company] has [accomplished X goal, such as “become a leader in the CRM space” or “used creative marketing and social media campaigns to become a household name in Colorado.”] It looks like you have ambitious goals for the future –

I hope I get the opportunity to contribute.

Thank you,

[Your name]