

**Your Resume Header should go HERE

NAME

Address

Phone

Email/LinkedIn Profile

Recipient

Title

Company

Address

City, ST Zip Code

Mr., Ms., Dr. _____:

With the utmost enthusiasm, I would like to express my interest in the [position title] position at [company]. My interest in [field] has taken me from [experience] to [experience]. I believe that my passion for [aspect of your field or background], strong commitment to [aspect of your field of background], and interest in [aspect of field or background] make me an ideal candidate to join the [department] staff at [company].

As a candidate, here's what I could immediately bring to this position and the organization:

An effective [descriptor that reflects transferable skill #1]: In my role at [previous job], I [action or accomplishment]. I was also able to showcase my [skill] abilities as a [role] in [project name] project by [what you did].

A disciplined [descriptor that reflects transferable skill #2]: I have always displayed my careful approach to [job duty] by [action]. At [previous company], I frequently [action]. In addition, I had the opportunity to [action or accomplishment], which further shows my dedication to [aspect of your field].

A passionate [descriptor that reflects transferable skill #3]: Everything I have engaged in so far has all been driven by my keen interest in [aspect of your field]. Even as a [previous role], I made sure to dedicate some part of my day to [action]. It is this passion that has driven every one of my career decisions thus far.

I look forward to contributing my skills and experiences to the [position title] position at [company] and hope to have the opportunity to speak to you further about how I can be an asset to your team.

Sincerely,

[Your Name]