Date

Company

City, State

Re: Position Title

Dear Hiring Manager,

Positioning Statement Paragraph…

While my enclosed resume provides a good overview of my strengths and achievements, I have also listed some of your specific requirements for the position and my applicable skills:

|  |  |
| --- | --- |
| **Position Requirements:** | **My Match With Requirements:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Since my experience and expertise fit your requirements so closely, I look forward to speaking with you regarding how I can contribute to the success of your organization. I would welcome the opportunity to meet with you. In the meantime, please feel free to call me. Thank you for your time and consideration.

Sincerely,

Name

Email

Phone Number