JD **Jane Doe**

[job title]

**Contact**

**Phone** [Your phone number]

# Email

[Your email]

# Address

[Your address, city, state, postcode]

# LinkedIn

[Your LinkedIn]

# Website

[Your Website]

# References

[Name] [Job title]

[Phone number] [Email]

[Name] [Job title]

[Phone number] [Email]

**[Today’s Date]**

[Hiring Manager’s Name] [Company Address, City, State] [Phone number]

[Email address]

Dear [Hiring Manager],

RE: <insert role title> position

I am thrilled to submit my application for the <insert role title> role at <insert company name>. I believe I would be a perfect fit for the position as I am passionate about <insert your passion that aligns with the role you’re apply- ing for> and possess the motivation and perseverance to overcome any challenge thrown my way.

Your company’s mission to <insert company mission you are passionate about> is inspiring, and I would be thrilled to contribute to this mission. I feel my relevant experience and skills match well with your company values, including:

<Experience: insert a sentence about your relevant experience. E.g.: Work- ing in my role as XXX for 6 years, I’ve gained a deep understanding of XXX>

<Skills: insert a sentence that covers your key technical skills relating to the job. Avoid talking about soft skills or personal traits here.>

<Achievement: insert a sentence about an achievement or result that demonstrates your suitability for the role, or exemplifies your work ethic.>

I can see myself vastly developing my skills and professional expertise at

<company name>, which would be an exhilarating opportunity. I’m always hungry to improve myself and am dedicated to continuously learning.

From previous work experience at <insert company name>, I have learnt valuable skills such as communication skills, problem solving and teamwork. I thrive working in high-pressure situations, and am a highly adaptable professional.

I am confident that I am a great candidate for this position and that I would be able to navigate the challenges of the <insert role title> role at <insert company name> successfully. I’d appreciate an opportunity to meet with you to further discuss this job opportunity. Thank you for considering my applica- tion.

Sincerely, [Your name]

[Signature]