## **[Your name]**

## **[Your email]**

## **[Your website]**

## **[Job Title]**

## **[Current Date]**

## **Dear [Managers Name / Department Team Name]—**

Introduce why you feel you would be a good fit for the position. Hook the reader with something interesting about your professional history. Keep it 2 to 3 sentences.

List some previous work accomplishments relevant to the job you’re applying for.

* Accomplishment one
* Accomplishment two
* Accomplishment three

Mention why you are interested in the position, passionate about it, and recognize what’s require to drive success. Mention something specific about the company.

Exit the conversation by closing your letter with a graceful phrase, for example, “thank you very much for taking the time to read this letter”.

Sincerely,

Your name