[date]

Dear [name]:

I’m writing in response to your recently advertised position for a [role title]. I am very interested in this opportunity with [company] and believe that my qualifications, education and professional experience would make me a strong candidate for the position.

I am a [insert personal characteristics] professional who [add more information on how you can add value to future company].

[insert a short version of your career profile here]

Enclosed is my resume that more fully details my background and work experience, and how they relate to your position. As you can see, [pick out a few key details or experiences that align with the specific requirements of the advertised role].

I firmly believe that I can be a valuable asset to your team. I welcome the opportunity to speak with you about this position and how my experience could help [insert name of company] achieve its goals.

Thank you in advance for your consideration.

Kind regards,

[Your name]

[Your qualifications]