

April 4, 2019

{Company Name}  
{Company Address}  
{Address Line 2}

Re: {Job Title, Reference #, Posting Date}

Dear {First Name, Last Name},

I am writing in regards to the recent posting for {position title}. I was thrilled to hear about the role through LinkedIn, and I believe that I have the skills and qualifications you desire to meet the needs of a rapidly growing {industry, company, or specific initiative}. I am also personally passionate about {Industry, company, or role} and the impact that you have on each individual and on the community.

The role notes a strong background in {Skill}. While working with {previous employer}, I managed {responsibility as it relates to skill}. In my role I {main responsibilities and successes} occurring within {previous employer}. As your {position title}, I would feel comfortable managing multiple projects with competing deadlines and varying timelines.

The {position title} posting also noted that you prefer experience in {skill 1} and {skill 2}. While managing {responsibility} at {previous employer}, I lead {role 1, as it relates to skill 1} I have {specific project experience}. I have experience in {specific experience as it relates to skill 1} I also have experience in {responsibility, as it relates to skill 1}. In regards to {skill 2}, I have {specific project experience}. Within {role 2, as it relates to skill 2} I have also {specific project experience}. Specifically, I have {specific experience as it relates to skill 2} I bring a wealth of knowledge in {responsibility, as it relates to skill 2}.

{Company's name} work means a lot to me personally because of the impact that it has in the community. By {specific achievement or mission statement of the company}, you are making a positive impact on the world. Overseeing {position title} for participants who will contribute to that mission is a role I would be very passionate about. I would be honored to be selected to interview for {position title} for {company name}, and I look forward to hearing from you.

Sincerely,

Tommy Trojan  
tommytrojan@usc.edu