

Your Name  
2097 Street Address, City, ST  
[address@outlook.com](mailto:address@outlook.com)  
(206) 123-4567

Date

The Hiring Committee  
C/O Person's name, Person's title  
Department name, Organization name

Re: Job Position You're Applying to (Req. # 2039424)

Dear members of the hiring committee:

Thank you for taking the time to consider my application for *Position opening at Organization*. I recently learned about the opening via *contact or place*, and I am interested in applying because the idea of *insert reason here* is one that inspires me.

Firstly, my qualifications for the job: I have xx years of experience managing all aspects of *job duty* and *another job duty* programs through my work in *field one, field two, and field three*. I am an enthusiastic self-motivated planner, and have developed experience working with *relevant requirement* - this includes experience with *critical duty or requirements 1, 2, and 3*.

Working and volunteering in the *insert professional field here* community has enabled me to develop a strong network of contacts, and has also given me a balanced perspective on how to effectively *accomplish job requirement or task*. *Skill 1, Skill 2, and Skill 3* are also a strong part of my skill set, and I'm excited to apply these skills to serve *relevant client group* at the *organization name*.

Personally, my motivation to succeed in this position comes from *Insert reason here*. *Talk about your studies, your past experience, and what it is about the mission and significance of your target department that appeals to you*. The prospect of *insert job duty you're excited to perform here* is very exciting to me, and I feel that as a result, both my skillset and mindset will be ideally suited to serving *organization name here*.

If you have any questions about my application, you are welcome to contact me by email ([emailaddress@outlook.com](mailto:emailaddress@outlook.com)) or by phone (206-123-4567). Thank you again for your time, and I look forward to talking with you more about how I can contribute to the *Organization name*.

Sincerely,

<insert scanned image of your signature here if possible>

Your Name