

## **Insert Name**

Insert Address

Insert Phone Number – Email Address

Dear Hiring Manager,

Introduction: *a brief couple sentences about the position you are applying for, why you are interested in it and/or why you would be a good candidate for it.*

Translatable Skills: *a paragraph about your current or previous skills or experience and how they translate to the position you are applying for. (i.e., how you have the skills or experience the position you are applying for needs/requires)*

Interest in Company or Position: *a paragraph about why the position or the company interests you.*

Closing: *a brief couple sentences thanking the team for reviewing your application & letting them know how they can contact you.*

Sincerely,

Insert Name