

PAMELA MILLER

YOUR PROFESSIONAL TITLE

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Date

Hiring Manager Full Name

Company Name

Company Address

Company City, State, Zip Code

Subject: Your Full Name Application for Position*

Dear Mr./Ms. Last Name,

Introduce yourself and explain why you are applying for the job. Tailor this paragraph once you know the specific job. Tell why you are excited about the job and company and how it aligns with your career goals. Mention your referral and mutual contact with the hiring manager, if applicable.

Introduce your most relevant experience and talk about the specific qualifications and skills that make you the perfect candidate. Make a connection between your previous accomplishments and your readiness for the role. You can also express technical and behavioral skills you would bring. Pick one to three transferable qualities you have that you could apply in the new role and share an example that demonstrates your expertise in that area. This content can take up two paragraphs.

Reiterate what you can do for the company or clarify anything that may be a red flag in your resume. For example, you may explain a gap in your employment history or why you are applying for a job that differs from your prior experience. Thank the reader for their time and consideration and include an action statement to continue to the next stage of the hiring process. Explain your availability and how the employer can reach you. Mention your resume is attached.

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