**John Smith**

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Hiring Manager Name Hiring Manager Title Organization Name Organization Address

Date

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

**Paragraph 1:**

It is with great enthusiasm that I submit my application for the \_\_\_\_\_\_\_\_\_\_\_\_\_ position with \_\_\_\_\_\_\_\_\_\_\_\_\_\_. *\*Insert a sentence about why you want to work with this specific organization. Look on their website to learn about their mission or a project they’re working on that you’re interested in, and mention it here.\** My professional and academic experiences have prepared me to surpass the expectations of this role, and to truly be an asset to your team.

**Paragraph 2:**

\*This paragraph is a chance to connect your professional experiences to the role and responsibilities of the job you’re applying to. The idea is to get the hiring manager to visualize you in this role based on your experiences. *For example*: *During my internship experience, I performed soil sampling, data collection and evaluation, and communicated my findings to my supervisor. These skills have prepared me to excel at the data collection and management responsibilities of this position.*

**Paragraph 3:**

\*This is an opportunity to tie-in some of your personal attributes that make you a good employee, while highlighting your excitement about this position. *For example: In me, you’ll find an enthusiastic and competent team member. I am also self-directed and thrive independently. I enjoy having positive attitude and creating a productive and enjoyable work environment.*

**Conclusion:**

Thank you for considering my application for the \_\_\_\_\_\_\_\_\_\_ with \_\_\_\_\_\_\_\_\_, as this role is one I am truly excited about. I hope to have the chance to discuss this opportunity further at your convenience.

Sincerely,

*\*\*Insert actual signature\*\**

John Smith