

FIRST NAME_ LAST NAME

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(Date]

Dear Hiring Manager,

I am writing to formally apply for the role of **(Job title)** at **(company name)** that I found on **(job board name)**. After looking over the necessary skills and qualification of the role, I believe that my qualities and strengths embody all of the components that **(company name)** is looking for in an employee. I am not only passionate about IT, but also possess exceptional technology expertise and nine years of experience in roles that required top level customer service. With these skills and my experiences, I believe I will be able to contribute within the complex environment of **(company name)**.

The second paragraph should respond directly to the job description written by the hiring manager. Describe how your previous job experiences, skills, and abilities will allow you to meet the company's needs. To make that easier, you can (and should) literally include words and phrases from the job description in your cover letter.

- You can include a bulleted list of your accomplishments
- Make sure you quantify (add numbers to) these bullet points
- A cover letter with numbers is 100% better than one without

To go the extra mile, do some research about the company, and try to find out what they are doing — and why — given the current state of their industry. Explain how you can fit into that schema, and help push the company forward and achieve any goals you suspect they may have.

As you can see, I am a candidate that brings experience in IT, with a proven track record for exceeding expectations. I wish to bring this energy, intellect, and focus to **(company name)** as a **(Job title)**. I welcome the opportunity to meet with you in an interview setting to provide additional evidence of my abilities. I can be reached at name@nexgent.com or by phone 555-555-5555. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

First Name_Last Name