[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

[Full name]

[Job title]

[Email address] | [Phone number] | [City]

[Headline: one line that sums up your fit for this role.]

[DD Month YYYY]

[Hiring manager name]
[Company name]
[Company address line 1]
[Town or city], [Postal code]

Dear [Hiring manager name],

[Why this role: what attracted you to this role and to the company, in two or three sentences.]

Career highlights:

1. [Win 1]
2. [Win 2]
3. [Win 3]

[Why me: your most relevant experience and skills, and how they fit this role, in two or three sentences.]

[Closing: thank the reader for their time, say you would welcome an interview, and say how to reach you.]

Yours sincerely,
[Full name]