

# Bruin T. Bear

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Current Date (Month day, year)

Contact Name

Title

Company Name

Address

City, ST Zip

RE: Job title applying for

Dear Name (or Dear Hiring Manager / Search Committee),

The purpose of the first paragraph is to state the purpose of the letter and to indicate how you heard about the position that you are applying for. **EXAMPLE:** I would like to express my interest in applying for your recently posted position for Customer Support as indicated on your company website...

The second paragraph should begin with referencing the résumé with emphasis on your skills as it pertains to the job you are applying for without reiterating what is already in the resume. **EXAMPLE:** My résumé details my most relevant experiences as it pertains to your specific needs. To elaborate on my qualifications, I believe that my 3 years of experience in this field will enable me to hit the ground running and to make an immediate impact on meeting your bottom line. In my previous positions, I have constantly demonstrated an ability to learn quickly and collaborate effectively with my fellow team members. My strengths center on creating ideas that enhance efficiencies and then putting those ideas in practice with proven results...

The third paragraph draws attention to your interest in the company and states why you are interested in that particular company. **EXAMPLE:** Your company has a well-known reputation for providing timely and considerate customer service, which is precisely why I am reaching out to you. It is my sincere desire to work with a customer base that is more direct and responsive to trends, needs, and evolving customer tastes. Coupling my professional goals with my personal interests will enhance my ability to serve your customers in a unique way...

And finally, the fourth paragraph just simply concludes the letter with a request for an interview. **EXAMPLE:** In conclusion, I am seeking an opportunity to meet with you so I may further elaborate on my qualifications and learn more about this position. I am available at your convenience and can be easily reached at 269.965.3931. Thank you in advance for your close consideration.

Sincere regards,

Bruin T. Bear