

# [Your Name]

[City, Country] | [Phone] | [Email] | [LinkedIn]

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[Date]

[Hiring Manager Name]

[Job Title]

[Company]

[City]

**Re: Application: [Job Title]: [Your Name]**

Dear [Hiring Manager],

I am applying for the [Job Title] position at [Company]. What caught my attention is [specific detail from the job post or company news], because it matches the work I have done for [X] years in [field].

At [Current Employer], I [action] that [result with number]. I also [second achievement], which taught me [lesson relevant to this job].

Your post asks for [requirement 1] and [requirement 2]. I bring both: [evidence for 1] and [evidence for 2].

I would welcome a conversation about how I can help [Company] with [goal]. I can start on [date].

Sincerely,

[Your Name]