[Today’s Date]

[Your full name]

[Your phone number]

[Your email]

[Your address, city, state, postcode]

[Your LinkedIn]

[Hiring Manager’s Name]

[Company Address, City, State]

[Phone number]

[Email address]

Dear [Hiring Manager],

**RE: <insert role title> position**

As my resume notes, I have been working in this industry for XXX years, and during that time developed outstanding communication skills, excel knowledge and customer service skills. For instance, while working/studying at XXXX, I gained a deep understanding of all job duties for an XXXX to perform them as efficiently and as diligently as possible.

I am a highly motivated and very approachable person that always strives for customer satisfaction in the service industry. I’ve been a long-time advocate for your company and the service it provides. Therefore, I would greatly appreciate the opportunity to come and work for you.

I would like to discuss your XXXX position in detail and would be happy to come in for an interview at any time that’s convenient for you. Thank you for your time and consideration. I look forward to hearing back from you.

Yours sincerely,

[Your name]