I’m reaching out to express my excitement about the [TITLE] position at [COMPANY]. I’d like to think it was fate that brought this opportunity to my attention, but I found the posting on [SOURCE].

First, I admire [COMPANY] . An [ADJECTIVE 1] and [ADJECTIVE 2] company dedicated to [MISSION], [COMPANY] represents an exciting next step for me. Your focus on [THINGS THEY FOCUS ON 1, 2, and 3] speak to exactly the kind of [HALLMARKS OF THEIR CULTURE 1 and 2] that I’m looking for, and I know it’s exactly the kind of environment in which I could contribute and learn a great deal.

Second, I’d be a fantastic [ROLE] because:

1. **[RELEVANT COMPETENCY 1]**. [EXPLANATION OF RELEVANT COMPETENCY 1]
2. **[RELEVANT COMPETENCY 2]**. [EXPLANATION OF RELEVANT COMPETENCY 2]
3. **[RELEVANT COMPETENCY 3].** [EXPLANATION OF RELEVANT COMPETENCY 3]

To sum it up, my proclivity for [PARAPHRASED COMPETENCY 1], [PARAPHRASED COMPETENCY 2], and [PARAPHRASED COMPETENCY 3] make me an excellent candidate for your next [ROLE]. I’m certain I have the skills and mindsets I’d need to help [COMPANY] [GOAL].

Again, it would be a privilege to join the [COMPANY] team. Thank you for your consideration, and I hope to continue the conversation in person soon.

Sincerely,

Firstname Lastname