

[Full Name]

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[City, ST] • [phone] • [email] • [linkedin.com/in/handle]

May 30, 2026

[Hiring Manager]  
[Company Name]  
[Street Address]  
[City, ST ZIP]

Dear [Hiring Manager],

When I read that [Company] is [specific initiative – e.g. scaling its data platform / opening a new Louisville office / rebuilding its design system], it mapped almost exactly onto the work I have spent the last [N] years doing at [Current/Recent Employer]. I am writing to apply for the [Position Title] role, and I think the fit is worth your time to read about.

In my most recent role I [headline accomplishment with a number – e.g. “cut deployment time from 40 minutes to under 5” or “grew qualified leads by **38%** in two quarters”]. I did it by [one concrete method – the skill you want them to remember]. Earlier, at [Prior Employer], I [second proof point that shows range], which is the same blend of [skill A] and [skill B] your posting calls for. I do not just ship the work – I [the differentiator: document it / mentor the team / own the outcome end to end].

What draws me specifically to [Company] is [genuine, researched reason – a product decision you admire, a value in their mission, a problem you want to help solve]. I have followed [specific detail – a launch, a talk, an open-source project], and it tells me this is a team that [trait you share]. That alignment is why I would rather build here than anywhere on my list.

I would welcome the chance to walk you through how I would approach [the role’s first 90-day priority]. I am available at [phone] or [email], and I have attached my resume for the full record. Thank you for your consideration — I look forward to talking.

Sincerely,

[Full Name]