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*Name of person sending document to- Hiring Manager, Director, Coordinator, ie. your BOSS*

*Be Specific to a person- if you don’t know who, call and ask*

Title of person sending document to

Company of person sending document to

Company address

Dear *Mr./Dr./Ms*.,

I have developed a strong interest in (*company name)* because ***(include 2 reasons you are interested in them specifically)***. This is important to me because *(include at least 1 deep/ semi-personal/ sincere reason why you are pursuing this position or wanting to work for this company).* I am passionate about **(*include 1 meaningful value/mission/culture fit description*)**. Therefore, I am excited for the opportunity to apply for the *(Title here)* position.

As a student at The University of Texas at San Antonio, I have not only been inspired to pursue *(career type/job title)* as my professional career, but to work on obtaining the experience and skills necessary for success in this field. My (*include adjective about you, ie. creative)* and (*include adjective about you, ie. hard working)* attitude has allowed me varied *(job type****)*** experience with a range of (*people/businesses/individuals/ business/organization/field of study)*.

Most notable is my *(include a unique story, something special, or defining experience)*. **Include a story about your experience as it might relate to the position, keep it concise, intrigue them and use humor if appropriate and possible.** Through this, I was successful at *(specific result as it relates to them)*.

The experience, education, dedication to *(field of work, ie. accounting)*, and passion for *(career type, ie.tax)* I will bring to this position will be a great asset to *(name of company)* and the (*clients/individuals/customers)* you serve. I know finding a great candidate can be stressful, and I hope it is going as well as you hoped. I would be happy to schedule an interview to further discuss my passion and professional interests with you. I wish you all the best in your search and I appreciate your time and consideration.

Sincerely,

*Your actual signature goes here- scan it in and insert it*

Your name here-typed