

To: [Company Name] [Department / Function] Leadership

With [# of years] years of [job duty / function] experience, I feel driven and motivated by the opportunity to join the [Company Name] [Department / Function] team as a(n) [Job Title].

What [Company Name] gains by hiring [Your Name]:

My [job duty / task] experience as a(n) [Job Title] at [Former Company] is complemented by roles in [2nd job duty / task] at [Former Company 2] [(what the company does)] and [Former Company 3] [(what that company does)].

- By hiring a former [Former Company 1] [job function], you get a person who knows [something valuable you did / learned at this company]
- Having a former [Former Company 2] [job function 2] on the team allows [Company Name] to put someone in front of customers who understands how to [something else you learned / did at 2nd company].
- When you hire someone who has done [Job function 3], you have a teammate who can [what you can bring to the company]. Having been in [something positive you did], I understand [something valuable you know from this role]

Why I want to join [Company Name]:

Observing [Company Name's] strengths has caused me to believe that [where you see the industry going in context of the company you want to join].

- In my [job function], I've consistently heard firsthand how highly business leaders regard [Company name] during [type of work you've done].
- Listening to interviews with [CEO / leadership name] inspires me and gives me confidence in [Company Name]'s executive leadership for many years to come.
- Having seen [Company Name]'s investments in [something company is doing], I would feel proud to work for [type of company + reason]

I want to play a part in [something you'll do in new job] for [Company Name].

Why [you want to work in job function]:

Across my career, [job function] is where I made the greatest impact. [Elaborate on the impact you have had]

- [new job duty] brings more motivation and fulfillment than any other experience I've had.
- I am [positive quality about you].
- I am [something else positive about you].

It would be an honor to work for a leading [industry] company like [Company Name].

Thank you,

[Your Name]