City, State ZIP  
Phone  
Email@example.com

**NAME**  
**Your Career Field/or Target**

Date

Address of the Employer Ex. University of California, Berkeley

2199 Oxford, Berkeley, CA 94704

Re: Position Title Ex. Managing Director of Global Events  
Posting Details Ex. Posting #143233

Dear Selection Committee or Hiring Manager or Name of the Hiring Manager or Name of the Team:

Paragraph 1 Content Ex. I was excited to learn about your need for a Managing Director of Learning and Development, as this role is a great match for my skills, background and interests. I have been involved in education for most of my career and am very experienced in setting and successfully executing the vision for training and development.

Paragraph 2 Content Ex. Following are my strongest qualifications for this position:

* Ten years of experience providing leadership development and training program management solutions in a variety of industries.
* Created professional development programs for management focusing on core competencies.
* Managed on-going continuing education programs for diverse professional staff.

Paragraph 3 Content Ex. My strengths in mentoring and developing a strong staff, collaboration and innovation would enable me to quickly make a contribution to your team.

Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely or Respectfully,

Name