**Mary Smith**

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December 5, 2023

Ms. Maria Lopez, [Job Title]

[Company/Institution Name]

[Address]

[City, State, Zip]

Dear Ms. Lopez:

This letter is to share my interest in the [job title] with [Company/Institution Name] as [posted/announced] on [where you heard of the position]. I am a [degree program] major at Fresno Pacific University graduating in [anticipated graduation month/year] and am passionate about [what are you passionate about as it relates to the position]. I share [Company/Institution Name] vision of [what is their vision]. As a [job title] for [Company/Institution Name], I [what you did in relation to the vision], which [how this aligns with their vision]. I feel this shared vision makes me a great fit for [Company/Institution Name].

My coursework has equipped me with the knowledge of [what classes have you taken/learned]. Additionally, as a [job title] for [Company/Institution Name], I have [job description/transferable skills as it relates to the position].

OR (stronger if you have more relevant experience)

I understand you are seeking a person with [list qualifications from job description that you possess] to fill this position. As a [job title] for [Company/Institution Name], I have [job description/transferable skills as it relates to the position]. Here are a few of my accomplishments while in that role:

* Accomplishment 1
* Accomplishment 2
* Accomplishment 3

Attached [are my application materials/resume]. I welcome the opportunity to meet with you to further discuss my qualifications. Feel free to contact me at [phone] or [email] if you have any questions or would like to schedule a time to discuss my qualifications. Thank you in advance for your consideration.

Sincerely,

[Handwritten Signature]

Mary Smith