[Your Name]

[City, State] | [Phone] | [Email] | [LinkedIn URL, optional]

[Date]

Dear [Hiring manager's name, or Hiring Manager],

I am applying for the [job title] role. For the past [number] years I have been a [current job title], and the part of that work I do best is [the portable half of your job, for example running schedules and budgets], which is most of what your posting describes.

At [current or recent employer] I [one specific result that matches the hardest requirement in the posting, with a number]. [One sentence on how you did it.]

[The bridge: the sentence only you could write. Name the work, show the move already happening, and connect it to a problem in this posting, for example: Your posting describes a forecasting process nobody on the floor trusts. I rebuilt ours after two missed seasons and cut end-of-season markdowns across my categories.] I have also [course, certificate or project in the new field, with the date].

I would welcome a conversation about [the part of the role you would most like to talk about].

Sincerely,
[Your Name]