Tamara **Walters**

GENERAL MANAGER | FMCG

*Tel: 0413 111 222 | tamarawalters@gmail.com | www.linkedin.com/inin/tamarawalters*

First Name, Last Name March 13, 2024

Company Name

Dear **[First Name],**

Paragraph 1: Explain your reason for writing, then offer a powerful sentence highlighting your unique value, most impressive accomplishment or key strength. For example:

I wish to be considered for this opportunity. I bring to this role **[XX]** years of **[insert a 1-2 sentence summary of your value proposition]**.

Paragraphs 2-3: Provide a richer view of how your skills, achievements, values and attitude make you an ideal candidate. Include quantified examples of your impact and evidence that you understand the employer’s business. For example:

The following experience, skills and abilities indicate that I am highly suited to this role:

* Drove…
* Achieved…
* Demonstrated success in…
* Understanding of…

The experience, expertise, attributes and achievements outlined above and in the attached resume provide strong evidence that I am an excellent candidate for this role. I look forward to a detailed discussion about how I can make a valuable contribution.

Conclusion: Mention any additional, desirable attributes. Don’t waffle. Thank the employer and sign off. For example:

I believe my [reputation / passion / culture fit / knowledge of XXX] will benefit your organisation.

The experience, expertise, attributes and achievements outlined above offer strong evidence that I am an excellent candidate for this role.

Thank you for your consideration.

Sincerely,

Tamara Walters