First Name Last Name

Dear Hiring Team:

I am writing to express my interest in this position. Below is a summary of how my background and experience align with the qualifications of the job.

**Qualification #1**

Describe your training and experience with the first qualification

**Qualification #2**

Describe your training and experience with the second qualification

**Qualification #3**

Describe your training and experience with the third qualification

**Qualification #4**

Describe your training and experience with the fourth qualification

**Qualification #5**

Describe your training and experience with the fifth qualification

**Qualification #6**

Describe your training and experience with the six qualification