

[Your Name]
[Your Phone Number]
[Your Email]
[Your LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the [Job Title] position at [Company Name]. As a highly qualified professional with [Number] years of experience in [Your Industry/Field], I am available to start immediately and contribute to your team's success from day one.

In my previous role at [Previous Company], I demonstrated my expertise in [Key Skill 1] and [Key Skill 2]. My background aligns perfectly with the requirements outlined in your job description, specifically regarding [Specific Requirement from Job Post]. I have a proven track record of [Mention a major achievement or metric], and I am eager to bring this same level of dedication to your organization.

Because I have already completed [Mention any relevant certifications, notice periods, or relocations], I am in a position to bypass a lengthy onboarding transition and begin full-time operations right away. I am confident that my technical skills and immediate availability make me an ideal candidate for this urgent vacancy.

I have attached my resume for your review and am available for an interview at your earliest convenience. Thank you for your time and consideration.

Sincerely,

[Your Name]