# Your Name

Street Address

City, ST ZIP Code

Telephone

Email

Website

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear [Hiring Manager’s Name],

I am writing to express my interest in the [Specific Position Name] position at [Company’s Name] as advertised on [where you found the job posting]. With a Bachelor of Science in Environmental Science from the University of Washington and a strong professional background in energy management and renewable energy systems, I am confident in my ability to contribute effectively to your team and drive successful energy projects.

In my most recent position as an Energy Specialist at XYZ Energy Solutions, I managed various projects focusing on energy efficiency and renewable energy solutions. My role included conducting energy audits, developing and implementing energy efficiency projects, and providing technical guidance to our clients. This has armed me with significant practical experience and a deep understanding of the complexities and challenges in the energy sector, enhancing my proficiency in energy auditing, data analysis, project management, and technical writing.

Moreover, my professional journey has been complemented by significant certifications such as the Certified Energy Manager (CEM) and Project Management Professional (PMP), which have fortified my theoretical knowledge and practical skills, enabling me to drive projects to completion with proficiency and innovation.

Enclosed is my resume that further outlines my qualifications. I am looking forward to the opportunity of discussing my application with you further. Thank you very much for considering my application.

Yours sincerely,

[Your Name]

[Your Phone Number]