



Date: [Insert Date]

Dear [Recipient]:

Your organization is currently looking for [Job Title] and it's a pleasure to present myself as a candidate. You surely have multiple candidates to consider, and I feel obligated to honor the importance of this search to [Organization Name] by providing additional information about my professional personality and decision to pursue a career in the energy industry. Hopefully, this letter will help your team build a more comprehensive understanding of me as you consider my professional profile.

First, it's important that your team understands a bit more about my professional personality. In me, you'll find a candidate that's communicative, team-oriented, and capable of managing important projects individually and someone who has an entrepreneurial spirit. As you know, landmen manage relationships with a variety of people and leverage them to contribute to a shared goal. The job requires excellent communication skills, and these are skills that can be valuable to a team. I'm also used to managing projects independently and to leading strategic projects. You'll notice that I started a business, managing all aspects of its administration and growth, so your team would be bringing a candidate who is comfortable being both aggressive and diligent. Your team will find that I'm a good communicator who is comfortable working with my colleagues, managing relationships with external stakeholders, and working independently.

Second, it's important that your team understands how my application fits into my longer-term professional goals. You'll notice that I've been in the energy industry for more than 3 years now, and I've found something I love. Energy is something that we all use every day and it is the foundation upon which modern life is built. It's constantly changing—political dynamics shift and new technologies emerge—so it's a part of the economy that is both dynamic and challenging. I've found my industry and now I'm looking for a career opportunity—an opportunity to grow, contribute, and hopefully stay for a long time. Your opportunity comes at a time when I'm just finishing a master's degree in energy business that has endowed me with the skills and a perspective that can be leveraged for [Organization Name] and for our economy, so the timing is perfect.

I understand how important it is to [Organization Name] to find a person who can contribute in this role. It's also important that [Organization Name] find someone who will be a collaborative, analytical, driven, and proactive member of the organization and that is certainly how others would characterize me. I hope that you have found this letter useful as you consider your pool of applicants and also sincerely hope that we'll be afforded an opportunity to communicate further.

Sincerely,

[Your Name]

[Your E-mail Address]