*Hi [employer name]:*

*I'm excited to connect with you. I saw that you're looking for a [job role] for [job task to be completed], which is exactly what I specialize in. First, here are a few answers to the questions you asked in the job post:*

* *[If applicable, provide a bulleted list of the employer's questions with answers to each.]*

*I'm happy to elaborate on any of the points above if you need more info. Along those lines, please take a look at my Upwork portfolio [link to your portfolio] for recent samples of my work. You can also view my business website here [link to your website if applicable].*

*As you can see from my samples, I enjoy [list work you enjoy within the niches listed in your profile] because [list reasons you're passionate about the work you do]. I noticed on your website that you [include something about their business to illustrate that you took the time to do your research].*

*I’d love to talk with you to see if I'm a good fit for the position. I'm free this week [insert days, time frames and your time zone].*

*I look forward to talking with you. Have a great day!*

*Sincerely,*

*[your name and contact info]*