
[Your Name]

[Street Address]

[Street Address 2]

[City, ST ZIP Code]

[Phone number]

[E-mail address]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[Street Address 2]

[City, ST ZIP Code]

Dear [Recipient Name]:

Are you looking for a [job title] with:

- [Number of years in the field] years of hands-on experience in [area of experience]?
- Knowledge of the latest technology in [industry or field]?
- Excellent written and oral communication skills?
- A passion to learn and to increase his skills?

If so, then you need look no further. You will see from my enclosed resume that I meet all of these qualifications and more.

I would very much like to discuss opportunities with [Company Name]. To schedule an interview, please call me at [your phone number]. The best time to reach me is between [earliest time available] and [latest time available], but you can leave a voice message at any time, and I will return your call.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

[Your Name]

Enclosure
