

# Your Name

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Address, City, ST ZIP Code | Telephone | Email

## Date

Recipient Name

Title

Company

Address

City, ST ZIP Code

## Dear Recipient Name:

Are you looking for a [job title] with:

[Number] years of hands-on experience in [area of expertise]?

- [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 [phone]. The best time to reach me is between [earliest time] and [latest time], 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**