

[Recipient Name]
[Title]
[Company]
[Recipient Street Address]
[Recipient City, State Zip]

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]

Enclosure



MIRA KARLSSON
[PROFESSIONAL TITLE]

[Phone] 

[Email] 

[Linked In/Web] 