

## Your Name

Street Address  
City, ST ZIP Code

Telephone

Email

Date

## Recipient Name

Title

Company name

Street address

City, ST ZIP Code

Dear **Recipient Name**:

I am writing in response to your advertisement in **location of advertisement** for a **job title**. After reading your job description, I am confident that my skills and my passion for technology are a perfect match for this position. I would bring to your company a broad range of skills, including:

- **List skill 1**
- **List skill 2**
- **List skill 3**
- **List skill 4**
- **List skill 5**

I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at **telephone** or by email at **email**. I have enclosed my resume for your review, and I look forward to hearing from you.

Sincerely,

Your Name

Enclosure