

To: Name
Title
Company Name
Company Street
Company City, State, Zip

Dear Name,

I am writing in response to your ad for (name of position).

As you'll see on my enclosed resume, I have been (experiences that show you qualify for position). While in that position I have been responsible for (list responsibilities that relate).

I feel that these qualities and experiences show that I am a perfect match for the position of (list position).

I like an opportunity to meet with you to discuss how my experience will best meet your needs. My references are available upon request.

Sincerely,

Your name (handwritten)

YOUR NAME
Street Number and Name, City, State, Zip
Phone Number:
Email@address.com