Date

Recipient Name

Title

Company Name

Street Address

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 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