**First and Last Name**

City, ST Zip

Phone

Email

Date

Recipients Name (or Hiring Manager if name is unknown)

Recipients Job Title (if known)

Company Name

Address

City, ST Zip

Dear (full name of recipient or Hiring Manager if name is unknown):

**[Identify the position you are applying for, where you found the job posting, and why you feel you are a good candidate]**

I would like to express my interest in the (job title in bold) position, which was posted on (where you found posting). I feel that my (qualifications/experience/education/skills) would allow me to make a positive contribution to your (team/company/organization).

**[Outline your qualifications, matching them to the job description]**

The attached resume details my experience and skills; however I would like to highlight a few qualifications that meet your needs:

* 1st qualification
* 2nd qualification
* 3rd qualification
* 4th qualification

**[Show appreciation to them for considering you for an interview]**

I look forward to an opportunity to discuss this position with you in person. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Kindest Regards,

Your Name