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| --- | --- | --- |
|  |  | [Recipient Name]  [Title]  [Company]  [Recipient Street Address]  [Recipient City, ST 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 |
| Name Here  JOB TITLE HERE |
| CONTACT PHONE:  678-555-0103  WEBSITE:  Website goes here  EMAIL:  someone@example.com |