

{#Date}

{Salutation} {First Name} {Last Name}
{Position}
{Company}
{Address 1}
{Address 2}
{City}, {State} {Zip}

Dear {Salutation} {Last Name}:

I am very interested in the opportunities offered by the {#Name of job#} position at {Company}. I believe my background includes the experience necessary to fill this vacancy. I have been working in {#Name of the field#} for {#Number of years#} years. Most recently, I was at {#Name of company#} for {#Number of years#} years as the {#Job title#}. My responsibilities included {#List of responsibilities#}. I believe my strengths to be {#List of strengths#} and that I have much to offer {Company}.

My resume is enclosed. Please contact me if you wish to set up a personal interview or if you have any questions regarding my past experience. Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

{#Username}

Encl.