

{#Date}

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

Dear {Salutation} {Last Name}:

Enclosed please find my resume. The advertisement for a {#Name of position#} at {Company} sounded very interesting and is exactly what I have been looking for. As you can see by my resume, I have had a number of jobs in closely related fields which would enable me to see all the ramifications involved in the position you have open. I enjoy challenging myself and working with others, and this job would provide me with such an opportunity.

I believe I possess some qualities which would prove advantageous for {Company}. {#List qualities and advantages#}. My interpersonal skills are well-developed and I enjoy encouraging others to do their best.

Please contact me should you decide a personal interview is in order. I hope to hear from you soon, and wish you much luck in your search for the best {#Name of position#}.

Sincerely,

{#Username}

Encl.