Company Name

[First Name Last Name of Hiring Manager if known]  
Address 1

Address 2

City, ST, Zip

Date

Dear Hiring Manager [or Ms./Mr. Last Name of hiring manager]:

Are you looking for a [job title] with: [use the skills/experience from the posting that apply to you, some examples are below]

* [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/her 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.

[insert sentence about salary requirements if needed here]

I would very much like to discuss this opportunity with you. To schedule an interview, please call me at [phone].

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

[Your Name]