Your Name   
Your City, State  
Your Phone Number   
Your Email

Date

Name   
Title   
Organization   
Address   
City, State Zip Code

Dear Mr./Ms. Last Name:

I am interested in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ position. My resume is enclosed for your review. Given my related experience and excellent capabilities, I would appreciate your consideration for this job opening. My skills are an ideal match for this position.

**Your Requirements: [You can list the requirements from the posting (in your own words) here in bullet format]**

**My Qualifications: [You can list the requirements from the posting (in your own words) here in bullet format]**

I appreciate your taking the time to review my qualifications and experience. I look forward to hearing from you. I can be reached at (123)-456-7899.

Sincerely,

Your Name