

[Your Name]
[Street Address]
[City, ST ZIP Code]
January 10, 2014

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

I am writing in response to your ad in the Elm Street News. The position requirements and my skills are a perfect match.

As you'll see on my enclosed resume, I have the educational background, professional experience, and track record for which you are searching. In addition, I am motivated and enthusiastic, and would appreciate the opportunity to contribute to your firm's success.

I can promise that meeting with me will not be a waste of your time—and I will make myself available at your convenience, during or outside of normal business hours.

Sincerely,

[Your Name]

Enclosure

Copyright © 1996 by the McGraw-Hill Companies, Inc.