

LAUREL YAN

[Street Address, City, ST ZIP Code] | [Phone number] | [E-mail address]



[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I am a [job title] with more than [number of years of experience] years of experience, and I am a perfect match for the position you advertised in [location of advertisement].

JOB REQUIREMENTS

- [Job requirement]
- [Job requirement]
- [Job requirement]
- [Job requirement]
- [Job requirement]

MY EXPERIENCE

- [Your experience]
- [Your experience]
- [Your experience]
- [Your experience]
- [Your experience]

As requested in your ad, I am including my salary requirements in this reply. They range from \$[lowest salary requirement] to \$[highest salary requirement] and are contingent upon a variety of factors, such as the responsibilities of the position and the benefits offered.

I would welcome the opportunity to further discuss my skills and this position. If you have questions or would like to schedule an interview, please contact me by phone at [phone number] or by e-mail at [e-mail address]. I have enclosed my resume for your review. I look forward to hearing from you.

Sincerely,

Laurel Yan

ENCLOSURE