

[Your Name]  
[Street Address]  
[City, ST ZIP Code]  
[phone number]  
[email]

[Date]

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

Dear [Recipient Name]:

[Name of person referring] suggested that I contact you regarding the open [job title] position with [Company Name]. My educational background in [field of study], along with my professional experience, makes me an excellent candidate for this position.

As you will see from the enclosed resume, I have more than [number] years of experience in the field of [area of professional expertise]. My resume shows that I have been consistently rewarded for hard work with promotions and increased responsibilities. These rewards are a direct result of my expertise in [area of professional expertise], my commitment to personal and professional excellence, and my excellent written and oral communication skills.

If you have questions, or if you want to schedule an interview, please contact me at [phone number]. I look forward to meeting you to further discuss employment opportunities with [Company Name].

Sincerely,

[Your Name]

Enclosure