

[Your Name]
[Street Address]
[City, ST ZIP Code]
[Date]January 14, 2014

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

Dear [Recipient Name]:

I am writing in response to your advertisement in [location of advertisement] for a [job title]. After reading your job description, I am confident that my skills and my passion for technology are a perfect match for this position.

I would bring to your company a broad range of skills, including:

[Skill]
[Skill]
[Skill]
[Skill]
[Skill]

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

Sincerely,

[Your Name]

Enclosure