

"{Month Day, Year}"

"{Name of Hiring Manager}"

"{Title}"

"{Company Name}"

"{Street Address}"

"{City, State Zip Code}"

Dear "{Mr./Ms. Last Name}",

This letter is to express my interest in the "{X}" position listed on "{Source, i.e. CareerBuilder.com}". Based on my skills in "{X}" and "{X}" (*match what is listed in the posting*), I am confident that I would be a great addition to your team.

My resume that highlights my ability/knowledge/expertise in "{X}" and "{X}" areas/industries is enclosed. During my time at "{X}" (*past company*), I was able to (*succeed/save money/save time/increase sales/increase productivity*) in "{X}". (*List a specific example relevant to this position, focusing on how you can help the company.*)

I am excited about the "{X}" position and the ability to help your company succeed. Thank you in advance for your time. Please do not hesitate to contact me if you have any questions. I would appreciate the opportunity to review my qualifications in more detail and will contact you next "{X}" (*day of week*).

Sincerely,

"{Name}"