

First, Last Name

Address

Phone Number

Email address

January 26rd, 2021

<Recipient Name>

<Title>

<Company Name>

<Street Address>

<City, ST ZIP code>

Dear <Recipient Name>:

Are you looking for a **job title** with:

- Number of years in the field years of hands-on experience in area of experience?
- Knowledge of the latest technology in industry or field?
- Excellent written and oral communication skills?
- A passion to learn and to increase skills?

If so, then you need look no further. You will see from my enclosed resume that I meet all of these qualifications and more.

I would very much like to discuss opportunities with <Company Name>. To schedule an interview, please call me at (425)-387-3901. The best time to reach me is between **earliest time available** and **latest time available**, but you can leave a voice message at any time, and I will return your call.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

First, Last Name