Your Name

Street address

City, State, Zip Code

Today’s Date

Recipient Name, Title

Company Name

Street Address

City, State, 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:

* List skill
* List skill
* List skill
* List skill
* List 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 telephone 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,

Your Name

Enclosure