

Name

Street Address or PO Box
City, AR 00000
home: 555.555.5555
cell: 566.486.2222
email address

(Date)

Dear (Advertiser):

Re: (Position Title)

This letter is in response to your search for a/an _____. My education and training combined with my work experience make me an excellent candidate for this position.

I am confident that I can offer you the skills you are seeking. With respect to your requirements, my qualifications include: (Match their requirements to your qualifications.)

Please see the attached resume for additional details of my experience and education. Feel free to call me at xxx xxx xxxx to arrange an interview. Thank you for your time and I look forward to talking with you further about this opportunity.

Sincerely,

Signed in pen name

Printed Name