

FIRST NAME LAST NAME

Address · Phone

[Email](#) · [LinkedIn Profile](#) · [Twitter/Blog/Portfolio](#)

[Recipient Name]

[Title]

[Company]

[Recipient Street Address]

[Recipient City, ST Zip]

DEAR [RECIPIENT NAME],

[Identify what job you are applying for and describe why you would be a good fit for this position. Include relevant supporting details such as years of experience, knowledge of the latest technology in the industry/field, skills, strengths, and admirable qualities.]

I would very much like to discuss opportunities with [Company Name]. To schedule an interview, please call me at [phone]. The best time to reach me is between [earliest time] and [latest time], 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,

[Your Name]

Enclosure