[Your name]

[Your address]

[Your city, state, zip code]

[Your phone number]

[Your email]

[Date]

[Name of recipient]

[Their job title]

[Company]

[Address of work]

[City, state, zip code]

Dear [Name of recipient],

[Insert your hook to catch attention.]

[Back up your hook and show an understanding of the need of the employer.]

[Show that you can meet that need.]

* [Use bullet points to highlight accomplishments.]
* [Use bullet points to highlight accomplishments.]
* [Use bullet points to highlight accomplishments.]

I have worked for [current company] for [time] and have been pivotal in bringing the company forward in this time. I think that I would be an excellent fit to do the same with [Company]. Attached is my resume to give you a more complete idea of my aptitude.

I would love to have the opportunity to communicate with you further about myself and [Company]. If we could schedule a call or meeting to discuss [Company]’s goals going forward, I would be delighted to do so.

Many thanks for your time. I hope to hear back from you.

Sincerely,

[Your Name]