

[Current Date]

[Recipient Name]

*[Recipient Title]*

[Company Name]

[Street Address]

[City, ST ZIP Code]

Re: [Position Applying For (include any reference ID to Position)]

Dear [Recipient Name]:

I was excited to see this opportunity available within your company. I hope to be invited for an interview.

I feel this position is a solid fit for the following reasons:

- I have extensive experience working with clients through past positions.
- Fit reason #2
- Fit reason #3

Add additional relevant content here.

My previous roles and responsibilities as well as my desire to excel and bring value to your team make me a solid fit. Please call me at 555.432.1987 to arrange an interview.

Sincerely,

Your Name