[Full Name]

[Address]

[City, State and Zip]

[Email]

[Phone Number]

[Date]

[Recipient’s Name]

[Recipient’s Position]

[Business Name]

[Address]

[City, State and Zip]

[Salutation]:

In response to your advertisement in The Standard Speaker, I would like to apply for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ position. The qualities you need are a close match for the ones that I have developed in my career.

Enclosed with this letter is a copy of my resume. I have \_\_\_\_ years of experience as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I am sure that my skills would be of use to you right away.

I am confident that my knowledge and abilities would be of value to your company. I would like to request a few minutes of your time to discuss my qualifications. If you have any questions in the meantime, please do not hesitate to call.

Sincerely,

[Full Name]

Enclosure