lovetoknow
advice women can trust
Logo will not print with document

Your Name Here
Mailing Address
City, State, Zip Code

Insert date

Hiring Manager's Name
Company Name
Mailing Address
City, State, Zip Code

Mr. Last Name:

Please accept this letter and the enclosed resume as a formal request to be considered for a position as a insert job title here with insert company name here. I learned about this opportunity from explain where you learned about the job opportunity, such as whether you saw it on the company's website, a help wanted ad or if someone you know told you about it. My experience in specify what qualifies you for the job makes me an ideal candidate for this position.

Include a paragraph that provides details about why you are qualified for the position that pulls together information in your resume. For example, you may want to mention your total number of years of experience in a relevant job or your passion or time spent training to pursue a successful career like the one you are applying for. This must be customized to your background and the particular job you are applying for.

Thank you in advance for your time. You may reach me at insert phone number or insert email address. If I haven't heard from you within insert time frame – like one week or two weeks of the date of this letter, I will follow up to discuss how my skills and abilities uniquely position me to be an asset to your organization. I look forward to speaking with you soon.

Regards,

Type your name here, being sure to sign above unless you are emailing the letter.