[Your Name]

[Street Address]

[City, ST ZIP Code]

[Phone]

E-mail

[Date]

[Recipient Name]

[Title]

[Company name[

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I am writing in response to your advertisement in for a After reading your job description, I am confident that my skills and my passion for technology are a perfect match for this position.

I would bring to your company a broad range of skills, including:

I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at or by e-mail at I have enclosed my resume for your review, and I look forward to hearing from you.

Sincerely,

[Your name]

Enclosure