

February 19th, 2021

My name

My address

My address

Employer address

Employer address

Employer address

Employer address

Dear _____,

I'm writing to inquire about the opening for [insert job title here].

I offer [insert number of years] years of experience [insert your specialty here] and excellent [insert related skills that will help you perform the job here] skills, which should make me a strong candidate for this opening. The top portion of my attached resume also highlights my career profile and three significant accomplishments that are also in alignment with your position.

I'd welcome the opportunity to speak with you if you feel I'd be a strong candidate for this or other positions within your organization.

Thank you,

My name