September 23, 2022

[Person’s Name]

[Person’s Title]

[Company Name]

[Street Address]

[City, State Zip]

Dear [Person’s Name]:

I am confident that my extensive experience would make me an exceptionally qualified candidate for the {Position Title} position at {Company Name}. Throughout my career, I have honed my expertise in {Skill 1}, {Skill 2}, and {Skill 3}, and I am eager to demonstrate how these skills can help your company grow.

Some key points relevant to this opportunity include the following:

* XX
* XX
* XX
* XX

I am enthusiastic for the opportunity to contribute to {Company Name’s} mission of {Company Mission}, and I look forward to discussing how my strengths and skills can benefit your organization. Please feel free to contact me if you require any additional information or clarification about my credentials; otherwise, I will follow up with you next week to determine the next steps of the application process.

Sincerely,

First Last

Resume Enclosed