

Jordan Jobseeker

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Hometown, State 11111

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Contact Name (or Recruiting Manager if name unknown)
ABC Enterprises, Inc.
4321 First Street
Anytown, State 54321

Dear _____,

I was excited to learn of your search for a <Job Title>. The qualifications you are seeking in a candidate are a good match with my own experience and background. The <Industry> field is particularly interesting to me and this position sounds like an excellent starting point for launching my career.

While working toward my degree at <Name of College>, I developed a number of skills that will serve me well as a <Job Title> for <Name of the Company>. They include <Skills>. Among my accomplishments, I <Accomplishments>. Furthermore, I am known as <Qualifications>. I can bring these strengths to your organization.

I look forward to discussing in detail with you the ways in which my experience and talent will make a significant contribution to <Name of the Company>. I invite you to contact me at <Phone Number> or <Email Address> and I welcome an opportunity to meet with you.

Sincerely,

Jordan Jobseeker