

Jordan Jobseeker

123 Main Street
Hometown, State 11111

321-555-1212
jjobseeker@email.com

January 1, 2009

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. I have always admired your company and this is the perfect opportunity for me to contribute to your future success.

I have more than <Number of Years> experience in <Field> most recently as a <Job Title> for <Name of Company>. Through my experience in <Field>, I have developed a number of skills that will serve me well as a <Job Title> for <Name of Company>. They include <List Top Skills>. Among my accomplishments in those jobs, I <List Top 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 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