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Your Name

Street Address  
City, ST ZIP Code

Phone

Email

Date

Recipient Name

Title

Company Name

Street Address  
City, ST ZIP Code

Dear Recipient Name:

Are you looking for a job title with:

* Number years of hands-on experience in area of expertise?
* Knowledge of the latest technology in industry or field?
* Excellent written and oral communication skills?
* A passion to learn and to increase his skills?

If so, then you need look no further. You will see from my enclosed resume that I meet all of these qualifications and more.

I would very much like to discuss opportunities with Company Name. To schedule an interview, please call me at phone. The best time to reach me is between earliest time and latest time, but you can leave a voice message at any time, and I will return your call.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

Your Name

Enclosure