Name

Profession

Where the person is from • phone number • email

Today's Date

Hiring Manager
Job
Company
Job Location

Dear sir/madam:

Paragraph 1: Introductions
Example: [Are you searching for a software engineer with a proven ability to develop high-performance applications and technical innovations? If so, please consider my enclosed resume.]

Paragraph 2: Talk about achievements and experiences
Example: [Since 2020, I have served as a software engineer for Action Company, where I have been repeatedly recognized for developing innovative solutions for multimillion-dollar, globally deployed software and systems. I am responsible for the full lifecycle development of next-generation software, from initial requirement gathering to design, coding, testing, documentation, and implementation.]

Paragraph 3: State interpersonal skills if applicable if not state interest of the company
Example: [Known for excellent client-facing skills, I have participated in proposals and presentations that have landed six-figure contracts. I also excel in merging business and user needs into high-quality, cost-effective design solutions while keeping within budgetary constraints.]

Paragraph 4: State Hard/Technical Skills
Example: [My technical expertise includes cross-platform proficiency (Windows, Unix, Linux, and VxWorks); fluency in 13 scripting/programming languages (including C, C++, VB, Java, Perl, and SQL); and advanced knowledge of developer applications, tools, methodologies, and best practices (including OOD, client/server architecture, and self-test automation).]

Paragraph 5: Conclusion
Example: [I will follow up with you next week, and you may reach me at (555) 555-1234 or jackieromano@email.com. I look forward to speaking with you.]

Sincerely,
Name