{{NAME}}

{{ADR1}}

{{ADR2}}

{{STATE}}, {{CITY }}, {{ZIP}}

{{PHONE}}

{{EMAIL}}

Date: {DATE}

{{RECIP\_ADR1}}

{{RECIP\_ADR2}}

{{RECIP\_ADR3}}

Job Announcement: {{ANNOUNCEMENT\_NUM}}

Dear {RECIP\_NAME},

I am contacting you today to express my interest in the {{JOB\_POS}} position. My specialized experience is closely related to the job description, and I believe that my knowledge, skills and abilities can greatly aid your organization.