{{NAME}}

{{ADR1}}

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

{{PHONE}}

{{EMAIL}}

Date: {{DATE}}

Job Announcement: {{ANNOUNCEMENT\_NUM}}

Dear {{RECIP\_NAME}},

I am contacting you today to express my interest in the {{JOB\_POS}} position. I am currently working as a {{CURR\_POS}} with over {{YEARS\_EXP}} years of experience in my field. I am responsible for {{RESPONS}}

With my specialized experience being closely related to the job description, I believe that my knowledge, skills, and abilities can greatly aid your organization. Throughout my career, I have accomplished {{ACCOMP}}

Thank you for taking the time to consider my application. Please see the attached resume for your consideration. If you wish to contact me or require further information, feel free to contact me via my cell phone or email listed above. I look forward to hearing from you and have a wonderful day.

Very Respectfully,

{{NAME}}