

Jeff Lindgren
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First and Last Name
Company name
Address

Dear [First Name] [Last Name],

I'm writing to apply for the position of [job position] at [company name]. I'm confident that my skills are well-aligned with the role, and that I would be an excellent fit for your organization.

My enthusiasm and commitment to excellence have served me well. My experiences include [enter job responsibility], having had the chance to significantly develop my [enter relevant skills] while working as a [job title] at [enter previous company]. [Enter job requirements not mentioned in resume].

My experiences and track record make me an excellent fit for this opportunity. I have enclosed my resume for your consideration. Please feel free to contact me via phone or email at a time of your convenience to discuss my background as well as the requirements for the role.

Sincerely,

Jeff Lindgren