



Mira
Karlsson

P R O F E S S I O N A L T I T L E



Phone



Email



City / State / Country



LinkedIn



Skype



Website

[Recipient Name]

[Title]

[Company]

[Recipient Street Address]

[Recipient City, ST Zip]

D E A R [R E C I P I E N T N A M E] ,

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