

Savannah Holloway
2 Bay Lane
Maumelle, AR 72113
(479) 414-0850
savannahholloway99@gmail.com

Name
Title
Company
Address
City, State Zip Code

Date

Dear Mr./Ms. LastName,

It was with great interest that I learned, through your advertisement posted on [the website where the position was posted] that the [insert name of target company] is currently seeking to fill [position]

I am looking to bring my [highlight skills] to [position].

Relevant experience and expertise for the posted position include:

- [Skill] [Description of how skill was used/Experience]

I would love to find out more about the position and would welcome the opportunity to explore with you how my skill set and ideas can benefit [name of company]. My resume is attached; I can be reached at (479) 414-0850 or savannahholloway99@gmail.com.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Savannah Holloway