

From:
Alex Genadinik
111 XYZ street, Suite 100
City, State, zip
(xxx) xxx-xxxx

Date: 01/01/2050

Dear Mrs. Smith:

P1: Introduce yourself and why you are writing
P2: Explain your point - detail
P3: Call to action

Sincerely,

(Written signature if you are mailing the letter)

FULL NAME
JOB TITLE

Enclosure: Resume