May 13, 2023

Name of Person Hiring, Position

Company

Company Address Line 1

Company Address Line 2

Dear Name of Person Hiring,

Why are you writing this letter? Me in 30 seconds statement or other main items you want to highlight.

**You Require**

* List items from the job description 1
* List items from the job description 2
* List items from the job description 3
* List items from the job description 4
* List items from the job description 5

**My Experience**

* List relevant items from your resume 1
* List relevant items from your resume 2
* List relevant items from your resume 3
* List relevant items from your resume 4
* List relevant items from your resume 5

Express your confidence that you could be an asset to their organization. Identify how you will follow up. Express gratitude for their consideration. Express that you look forward to meeting to further discuss how you can serve their company.

Sincerely,

Martin Quintero

MartinQuintero