{{ my\_name }}

{{ my\_address }} | {{ phone }} | {{ email }}

{{ date }}

{{ recipient\_name }}

{{ recipient\_title }}

{{ company\_name }}

{{ company\_address }}

Dear {{ recipient\_name }}:

I am excited to be writing about the {{ position\_name }} that I am applying for {{ company\_name }}.

I know this position requires strong leadership and communication skills. I grew into an effective leader and communicator through my 9 years of combined work experience in telecommunications. I also possess strong quality assurance and troubleshooting skills.

I am confident the skills I possess will make me a great fit for this position. Please feel free to reach out at my email {{ email }}.

Sincerely,

{{ my\_name }}