**Example 1**

Date

Company Name

Address

City, State, Zip Code

Dear HR Manager:

This letter is to express my interest in your posting for (Job title or brief description of position). With my hands-on experience efficiently coding websites and applications using modern HTML, CSS, and JavaScript, (list other relevant languages based on the job description or your experience), I am confident I will be an excellent addition to your organization.

Building state-of-the-art, easy to use, user-friendly websites and applications is truly a passion of mine. I actively seek out new technologies and stay up-to-date on industry trends and advancements.

I’ve attached a copy of my resume that details my experience, along with links to the various websites and applications I’ve had the honor of working on. I can be reached anytime via my cell phone, 555-555-5555 or via email at name@gmail.com.

Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Best Regards,

Your Signature *(hard copy letter)*

Typed Name

**Example 2**

**Name**

Address Phone: xxx.xxx.xxxx

City, ST XXXXX Email: [xxx@email.com](mailto:xxx@email.com)

Portfolio Link LinkedIn Link

[Date]

[Name]

[Company]

[Address]

Dear [Name],

I am excited to submit my application for the (name of position applying for) with your company. As a professional with experience in the (name the field), as well as significant contributions as a (identify relevant experience), I am well positioned to for the position with (name of company).

I have applied my proven expertise and ongoing professional development to meeting and exceeding all projects put before me. The following examples from my resume represent the absolute value I can deliver in this new role:

* Example #1
* Example #2
* Example #3

Further examples of my skills and achievements are outlined on the attached resume. I am dedicated to partnering with a team with the same passion for growth and success.

I would very much like the opportunity to discuss how I can meet the demands of this role in order to advance the overall mission of your company. I can be reached at (email) or via phone at (phone number). Thank you for reviewing this letter and the accompanying material.

Sincerely yours,

FirstName LastName

Attachment: Resume