

Your Name

Street Address
City, ST ZIP Code
Phone
Email
Website

Date

Recipient Name

Title
Company Name
Street Address
City, ST ZIP Code

Dear **Recipient Name**:

Name of Person Referring suggested that I contact you regarding the open **job title** position with **Company Name**. My educational background in **field of study**, along with my professional experience, makes me an excellent candidate for this position.

As you will see from the enclosed resume, I have more than **number** years of experience in the field of **area of professional expertise**. My resume shows that I have been consistently rewarded for hard work with promotions and increased responsibilities. These rewards are a direct result of my expertise in **area of professional expertise**, my commitment to personal and professional excellence, and my excellent written and oral communication skills.

If you have questions, or if you want to schedule an interview, please contact me at **phone number**. I look forward to meeting you to further discuss employment opportunities with **Company Name**.

Sincerely,

Your Name

Enclosure