|  |  |  |
| --- | --- | --- |
|  |  | {name}  {title}  {company}  {street}  {city}, {state} {zip} |
| Dear {name},  {opening}  {qualification}  {interest}  {closing}  Sincerely,  {first} {last} |
| {first}  {last} |
| CONTACT PHONE:  {phone}  LOCATION:  {current\_city}, {current\_state}  EMAIL:  {email} |