|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  | {first} {last} | |
|  | |
| {date}  {name}  {title}  {company} | {street}  {city}, {state} {zip} |
| Dear {name} {opening}  {qualification}  {interest}  {closing}  Sincerely,  {first} {last} | |
|  | |
|  | **{current\_city}, {current\_state}** |
|  | |
|  | **{phone}** |
|  | |
|  | **{email}** |
|  | |
|  |  |