

Makayla Molina

CONTACT

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[Recipient Name]
[Title]
[Company]
[Recipient Street Address]
[Recipient City, ST Zip]

Dear [Recipient Name],

Are you looking for a [job title] with:

- [Number] years of hands-on experience in [area of expertise]?
- Knowledge of the latest technology in [industry or field]?
- Excellent written and oral communication skills?
- A passion to learn and increase her skills?

If so, then you need look no further. You will see from my enclosed resume that I meet all of these qualifications and more.

I would very much like to discuss opportunities with [Company Name]. To schedule an interview, please call me at [phone]. The best time to reach me is between [earliest time] and [latest time], but you can leave a voice message at any time, and I will return your call.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

Makayla Molina

Enclosure