

**Dr. Mr. John B. Smith IV, MD, JD, PhD**  
**Address 1**  
**Address 2**  
**(Pho)ne-Number**

October 31, 2019

Recruitment Officer  
GlappleBook-a-Zon Inc.  
ATTN: Important Sounding Title

To whom it may concern,

My name is John Smith and I am excited to apply to GlappleBook-a-Zon Inc. for the role of Important Sounding Title. I believe that I would be a good fit for this job because of my prior work experience, skillset, and personality.

In short, my passion for this role is driven by a “love of the game”. I love doing my job, which is why I do it, and why I am good at it. Because I am good at what I do, I can distinguish myself from other candidates by pointing out a specific accomplishment of which I am proud. If you hire me, I can do that thing for your company, too.

Thank you for your consideration of my application for this position. I look forward to hearing back about the next steps in the application process and I would be more than happy to further discuss my qualifications and fit for the role.

Sincerely yours,

Dr. John Smith