**Jane/John Doe**

**myemail@email.com**

**DATE**

September 13, 2018

**RECIPIENT ADDRESS**

XYZ Company

1234 Main St.

Spokane, WA 99022

555-555-5555

XYZco@email.com

RE: [Job Title], [Ref#], [Date]

**GREETING**

Dear [Ms. or Mr. Last Name],

**OPENER**

I read with interest your posting for [name of position] on the [name of job board].  I believe I possess the necessary skills and experience you are seeking and would make a valuable addition to your company.

**LETTER BODY**

As my resume indicates, I possess more than [number of years] years of progressive experience in the [job field] field. My professional history includes positions such as [job title] at [company name] as well as [job title] at [company name]. Most recently, my responsibilities as [job title] at [company name] match the qualification's you are seeking. As the [job title], my responsibilities included [two or three responsibilities which are similar to ones stated in job posting]. I assisted in the successful completion of [project which is similar to one that job posting stated you will work on]. My supervisor also relied on my ability to [skills such as proofreading and excellent communication skills].

**CALL TO ACTION**

I have attached my resume for your review and I look forward to speaking with you further regarding your available position.

**CLOSER**

Respectfully,

[Your First Name] [Your Last Name]

**Jane/John Doe**

**myemail@email.com**

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Respectfully,

[Your First Name] [Your Last Name