

February 16, 2017

Contact Name  
Contact Title  
Company Name  
ABC Company  
Street Address  
City, State Zip

Dear Contact Name [or Human Resource Reviewer]:

(This first paragraph should accomplish several things in 3-5 sentences. It should state how/where you heard about the job opening or the company. It should indicate your interest in learning about the position and/or contributing your strengths to the company. You should also include a sentence specifically tailored to the company, such as: "XYZ Company is known for offering top-quality machinery to the automotive industry. My background in ... will assist you in achieving production goals while maintaining the highest standards of quality.")

My strengths include:

- *Skill (e.g. Communication)* – One sentence supporting this skill. (e.g. Compiled and edited internal company newsletters and wrote correspondence to customers.
- *Skill* – One sentence supporting this skill.
- *Skill* – One sentence supporting this skill.

(This should be a short, general paragraph of 3-5 sentences giving the potential employer a reason to read your resume and call you for an interview. It can contain "soft" skills such as *dedicated* with "hard" skills such as *experience greeting customers*. You can also briefly state an accomplishment that would relate directly to the employer.)

I am eager to discuss with you how I may contribute to your company's success. You can reach me at (phone number) or via e-mail at (e-mail address). I will contact you on (give a date) to follow up. Thank you for your time and consideration.

Best Regards,

Your name