

**[Your Name]**  
**[Street Address]**  
**[City, ST ZIP Code]**  
**[Date]**

**[Recipient Name]**  
**[Title]**  
**[Company Name]**  
**[Street Address]**  
**[City, ST ZIP Code]**

Dear **[Recipient Name]**:

I am writing in response to your advertisement in **[location of advertisement]** for a **[job title]**. After reading your job description, I am confident that my skills and my passion for technology are a perfect match for this position.

I would bring to your company a broad range of skills, including:

- **[List skill]**
- **[List skill]**
- **[List skill]**
- **[List skill]**
- **[List skill]**

I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at **[phone number]** or by e-mail at **[e-mail address]**. I have enclosed my resume for your review, and I look forward to hearing from you.

Sincerely,

**[Your Name]**

Enclosure