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**[Your Name]**

*[Street Address]*

*[Street Address 2]*

*[City, ST ZIP Code]*

*[Phone number]*

*[E-mail address]*

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[Street Address 2]

[City, ST ZIP Code]

Dear [Recipient Name]:

I am a [Job Title] with more than [number of years experience] years of experience, and I am a perfect match for the position you advertised in [location of advertisement].

Here is a description of how my experience compares with your requirements.

**Job requirements**

**My experience**

[Job requirement]

[Your experience]

[Job requirement]

[Your experience]

[Job requirement]

[Your experience]

As requested in your ad, I am including my salary requirements in this reply. They range from \$[lowest salary requirement] to \$[highest salary requirement] and are contingent upon a variety of factors such as the responsibilities of the position and the benefits offered.

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

Sincerely,

[Your Name]

Enclosure

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