



YOUR NAME

12345 COVER LETTER LANE, LOS ANGELES, CA 90050
(310) 555.1212 M# | READMYRESUME@YAHOO.COM

Date

Person's Name

Title

Company Name

Address

City, State, Zip

Dear _____ ,

Please find the enclosed resume for your consideration for the position of _____.

In over _____ years of experience as a _____, I have demonstrated _____, _____ and _____. I am specifically interested in aligning myself with your company, based on (your firm's reputation) (research of various _____ companies in your industry).

Recognizing that a resume only touches on one's attributes and abilities, I urge you to set a personal interview to discuss your firm's needs more fully.

Thank you for your time and consideration. I await your reply.

Sincerely,

Your Name