April 13, 2020

Salutation Contact Full Name

Title

Company

Mailing Address

City, State Zip

Dear Salutation Contact Last Name (or Hiring Manager if no name is provided):

State what position you are applying for, where you saw the ad, the date, and that you are an ideal or good match for this position.

Give a brief description of your applicable professional background.

List the requirements they state in their ad and your matching qualifications in a bullet fashion with their requirements on one side and your qualifications on the other.

|  |  |
| --- | --- |
| **Your Requirements:** | **My Qualifications:** |
| List the requirements stated in the ad  Example: Background in services-oriented environment such as consulting and/or facilities management | List key qualifications that match the requirements  Example: 18-year career in service industries. Experience as internal consultant and consulting manager. |
|  |  |

List any other pertinent information that is relevant. Assess any requirement they have as to salary.

State again your interest, state enclosure of your resume and list contact information.

Sincerely,

Your Full Name

Enclosure