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):

Open with a high impact statement that relates something you read or saw that links you to this person or organization.

Provide a brief narrative about how your experience and qualification are of interest to them. Highlight specifics that will be of interest to them.

* Relevant background and experience or accomplishment.
* Relevant background and experience or accomplishment.
* Relevant background and experience or accomplishment.

State your availability and offer to contact them within a certain time frame and provide contact information for them.

Sincerely,

Your Full Name

Enclosure