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 a high impact industry specific comment that is insightful, which advertises your ability and knowledge to a key executive.

Reflect on your specific skills, knowledge, and abilities that make you valuable to this person and their industry. Discuss your background in detail and the significant accomplishments that highlight your value.

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

Briefly state your availability and why you are interested in this field.

Acknowledge that there may not be any immediate openings but you want to demonstrate how you can contribute and volunteer to contact them to set up a conversation or meeting.

Sincerely,

Your Full Name

Enclosure