

Your Name
911 Address or P.O. Box number
City, Province Postal Code

Today's date

Name of person receiving the letter
Title
Company Name
Street Address
City, Province Postal Code

Dear (Name of person receiving the letter)

I am writing in response to your advertisement in (location of advertisement and date), for a (job title). After reading your job description, I am confident that my skills and (my passion for technology are a perfect match for this position.)

The following are some skills and abilities I would bring to your company:

- (List your skills and abilities specific to this job)

OR

Describe your skills and abilities in sentence form.

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

Sincerely

(This space is for your signature after you print the letter)

Your Name

Enclosure **(This means you are attaching your resume)**