Business Name

Contact

Address

City, State Zip

September 16, 2014

Dear Contact:

I’d be willing to pay you $20000 to hire me. Position interested & how you heard about the position.

Second/Third – what can you bring to the table, what you have to offer, examples in real-world experiences

Third/Fourth – Tie in those skills with what the business does

Fourth/Fifth – Closing type – tie it all together, bring opening statement back in; Thank for time/opportunity; Forward – look forward to an interview

Closing Remark (Respectfully, Sincerely, Yours Truly, etc.)

(skip 3)

Your Name

Address

City, State Zip

Enclosures: Resume (and other professional documents – NOT ORIGINALS)