

1234 Hire Me Drive  
Anytown, USA 12345  
April 5, 2017

M. Ployment  
Director of Recruiting  
CompanyCo  
567 E. Opportunity Way  
Jobsville, USA 34567

Dear Mr. Ployment:

I am responding to the employment opportunity listed on your website. Please accept this letter and accompanying resume as evidence of my interest in applying for the (position title) at (company name).

I have the following experience (add experience here) which makes me uniquely qualified for this position.

I would appreciate the opportunity to meet with you and discuss how my skills would meet the needs of your company. Attached is my resume for your consideration. I look forward to hearing from you.

Sincerely,

Your Name