

November 21, 2002

J. Brown
Director of Recruiting
A Company, INC.
123 Main St.
City, USA 45678

Dear Mr. Brown:

I am responding to the employment opportunity listed (where you saw the advertisement). Please accept this letter and resume as evidence of my interest in applying for the (position title) at (company name).

I have the following experience (add the important and relevant parts of your 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. I look forward to hearing from you. Thank you for your consideration.

Sincerely,

Your Name