

Your Name
Your Street
Your City
Your Home Phone
Your email

July 31, 2009

Human Resource Manager

Target Company

Department

Street address

City, State, ZIP

Dear Name of person listed in posting:

In response to the recent job posting on your website, please accept this letter in application for the <name of> position currently available within your company.

As you can see from my enclosed resume, my training in <field>, as well as my <types of> skills and work experience, make me a strong candidate for this position.

I would appreciate the opportunity to discuss my credentials with you at a mutually convenient time. I will be following up next week. Thank you for your consideration.

Respectfully yours,

Your Signature (Handwritten)

Your Name (Typed)

Enclosure: Resume