
[Your Name]

[Street Address]
[Street Address 2]
[City, ST ZIP Code]
[Phone number]
[E-mail address]

[Date]

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[Street Address 2]
[City, ST ZIP Code]

Dear [Recipient Name]:

I am a [Job Title] with more than [number of years experience] years of experience, and I am a perfect match for the position you advertised in [location of advertisement].

Here is a description of how my experience compares with your requirements.

Job requirements

[Job requirement]
[Job requirement]
[Job requirement]

My experience

[Your experience]
[Your experience]
[Your experience]

As requested in your ad, I am including my salary requirements in this reply. They range from \$[lowest salary requirement] to \$[highest salary requirement] and are contingent upon a variety of factors such as the responsibilities of the position and the benefits offered.

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

Sincerely,

[Your Name]

Enclosure
