

Date

Organization Name

Address

Attention: to whom?

This letter is to express my interest in your current opening for a _____ and would like to learn more information about this wonderful opportunity.

As you review my resume I hope my experience, training and qualifications is what you are looking for. This position sounds very challenging and rewarding with ample room for growth. I feel my background and qualifications prepare me for the position. I am confident that I would be a great addition to your team. My resume is enclosed for your review and consideration.

Thank you in advance for your time. Do not hesitate to contact me if you have any questions. I would appreciate the opportunity to review my qualifications in more detail with you. I am available for full-time employment from Monday to Saturday 8:00 AM - 6:00 PM. I look forward to speaking with you soon.

Sincerely,

(sign your name here)

Your Name

Address

Phone Number

Email address