

[Your Name]
[Your Street Address]
[City, Prov., Postal Code]
[Phone]
[E-mail]

[Date]

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, Prov., Postal Code]

Dear [Recipient Name]:

I am writing in response to your advertisement in [location of advertisement] for a [Position Title]. After reading your job description, I am confident that my skills and my passion for technology are a perfect match for this position.

I would bring to your company a broad range of skills, including:

- Broad knowledge of computer software programs
- Detail oriented and skilful writer
- 5 years experience answering telephones in an office environment
- Excellent memo taking
- Resourceful at using available time to complete tasks

I would welcome the opportunity to further discuss this position with you. 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, and I look forward to hearing from you.

Sincerely,

[Your Name]

Enclosure