Your Name

Address

City, State Zip Code

(405) Telephone Number

Email address

To Whom It May Concern:

I am writing to you regarding your recent posting for the position of **(Insert Job Title Here)**. I am very excited to apply for this position. I have **(Insert Number of Years Here)** years of experience in **(Insert Skills That Apply to the Job Here)** which I think will make me a great candidate. In addition to experience, I have a **(Insert a Positive Phrase About Your Attitude Here. Examples Include: Can-Do, Positive, or Exceptional)** attitude which is a wonderful asset to any team. I work well with others and have experience **(Insert an Example of How You Have Worked in Teams. Examples Include: Working in Teams, Working with Others, or Working to Achieve Results).**

Through **(Insert Training and Development You Have Received That Help Your Skills)** and have had the opportunity to learn how to **(Explain How Your Training Has Improved Your Skills)**. I continue to seek additional professional development opportunities and want to learn more about each employer I serve. I would like the opportunity to speak to you more about what I can bring to **(Insert The Name of the Company You Are Applying To Here)** as an organization.

I look forward to speaking with you about the next steps in the process.

Sincerely,

**SIGN HERE**

Your Name