

** (If Known Name of Person job reports to)
**(Their job title)
**(Company Name)
**(Company Street Address)
**(State, City, Zip Code)

Dear (Ms. or Mr. last name of person above)_____,

** (However if you do not know or unable to find name/title etc. of person to address cover letter to always use): Dear Recruiting Manager (for large companies, hospitals, law firms, non-profit orgs, medical practices, schools, etc.) or Dear Hiring Manager (for any company, etc. with less than 100 employees)

In response to your job opening in (*place or site where you saw job ad) for a (*title of job), I am enclosing my resume for your review. I feel confident that after viewing my qualifications you will find I meet all of the criteria for this position.

As my resume will attest I have extensive (*use required position experience – i.e. – administrative, retail, legal, human resources, software development, coding, marketing, quality assurance, office management, etc) experience. Accustomed to working in fast-paced environments where deadlines are a priority and handling multiple responsibilities simultaneously are the norm, I thrive on the challenge to meet and exceed goals. Skilled at troubleshooting and addressing problems before they reach a critical stage, I am adept at finding solutions that ensure positive results.

*** (only include this paragraph if salary range is required – otherwise leave it out) Regarding salary, my minimum requirement would be in the \$_____k range and depend on the responsibilities of the job as well as benefits offered.

I would welcome the opportunity to meet with you discuss how my skills and experience could be a valuable asset to (company name or if a blind ad just use - your company or organization). Please feel free to contact me at the telephone number or email address listed on my resume if you have any questions you would like answered before we meet.

Thank you for your consideration.

Sincerely,

(Your Name)