



**[FIRST NAME]**  
**[SURNAME]**



[Your Address]  
[City, ST ZIP Code]



[Your Phone]



[Your Email]



[Your Website]

[Recipient Name]  
[Title]  
[Company]  
[Recipient Street Address]  
[Recipient City, ST Zip]

Dear [Recipient Name],

Want to put your own image in the circle? It is easy! Select the image and do a right mouse click. Select "Fill" from the shortcut menu. Choose Picture... from the list. Navigate your computer to get the appropriate picture. Click okay to insert your selected image.

Once your image has been inserted, select it again. Go to the Picture Tools Format menu. Click on the down arrow below "Crop" and select "Fill" from the list. This will auto adjust your image to crop to the image. You can click and drag your image to place it appropriately.

Are you looking for a [job title] with:

- [Number] years of hands-on experience in [area of expertise]?
- Knowledge of the latest technology in [industry or field]?
- [Excellent written and oral communication skills?]
- [A passion to learn and to increase his skills?]

If so, then you need look no further. You will see from my enclosed resume that I meet all of these qualifications and more.

I would very much like to discuss opportunities with [Company Name]. To schedule an interview, please call me at [phone]. The best time to reach me is between [earliest time] and [latest time], but you can leave a voice message at any time, and I will return your call.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

[Your Name]

Enclosure