[Date]

[Name of the Recipient]

[Position]

[Name of the Company]

[Street Name and Number]

[City, State, ZIP Code]

Dear [Name of the Recipient],

This letter is to express my interest in discussing the [Position] position posted on the website of the [Name of the Company]. The opportunity presented in this job listing is very appealing and I believe that my experience will make me a competitive candidate for the role.

Although I have been working as [Previous Position], and in this capacity, I have experienced frequently meeting with people and have improved my communication skills. In my most recent job, I received an award due to my ability to keep customers and clients satisfied and has solved the issues of the customers or clients even when that was beyond the control of the company. Although the tasks in my previous job do not directly relate to the responsibilities of the position in which you are hiring, my experience in the job has definitely honed my interpersonal skills which are necessary for the position. I am also eager to learn new things and I am open to taking all the necessary training.

I hope that you will give me a chance to have an interview, as I am confident that I could be of value to the company. I am very excited about this opportunity to work for [Name of the Company]

I can be reached anytime via my cell phone, [Contact Number].

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

[Name and Signature]