

Dear Hiring Manager:

I am writing in response to your job posting on [**location of advertisement**] for a [**job title**]. After reading your job description, I am confident that my skills and my passion for _____ are a perfect match for this position.

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

- [**List skill**]
- [**List skill**]
- [**List skill**]
- [**List skill**]

I would welcome the opportunity to discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at [**phone number**] or by e-mail at [**e-mail address**]. I have enclosed my resume for your review, and I look forward to hearing from you.

Sincerely,

[**Your Name**]