Dear ,

Paragraph 1 – Include your name, the position title and where you found it. This is also a great time to name-drop if you know someone who works there and would speak well of you.

The key strengths that I possess for success in this position include, but are not limited to, the following:

* 3-5 skills or accomplishments is enough
* Feel free to use a paragraph instead of bullets if you think it will better show your qualifications
* Make sure to include “preferred qualifications” from the job description if you possess them

I can be reached anytime by phone at . Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Sincerely,