|  |
| --- |
| **Your Name**  Street Address  City, ST ZIP Code  Phone  Email  Website |

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear **Recipient Name**:

I am [Name Here]. I read the advertisement for the job in your company. I am interested in doing the job of the required post of [post name] in your organization. The reason for my interest is that it is a challenging job and I am always ready to accept the challenges. I must say my skills are meeting the requirements of the job and your organization. Enclosed with the letter is my resume. You can contact for further information.

I would be grateful to hear back soon.

Sincerely,

**Your Name**

Enclosure