

Dear Hiring Manager:

I am interested in applying for your [name of the job] position. My experience as a [briefly describe the connection between your background and the job.]

In my previous position at [name a past job], I [point out a few elements from your resume that are the strongest matches between your background and the job you're applying for.] At [name a second past job], I [point out another match between a past job and this one you're applying for.]

I am available to speak to you by phone or through a video conference. My cell phone is (303) 555-1000 and my email is email@fairexec.com. Thank you for your consideration.

Sincerely,
Your Name