**Your Name**

Address

Telephone Number

Email Address

Month Day, Year

**Mr. Flash Norkaitis**

Street Address

City, State Zip Code

Name of Business

Dear Search Committee:

Your first sentence should be an enthusiastic introduction of the position you are applying for and how you learned of the available position. Complete the first short paragraph with a strong opening statement about yourself that tells the reader what skills you possess that make you a viable candidate for the position.

The second paragraph should describe your skills and how they directly relate to the job description. Given one or two examples of how your skills pair nicely with the job duties.

The third paragraph should wrap up your skills and speak about your fondness of their organization. Tell the reader why you are good fit with their values as an organization. This shows you have done your research and are invested in them from the start.

Use the final paragraph to refer the reader to your resume. Include your primary contact information and let them know you are looking forward to hearing from them soon. Thank the reader for their consideration.

Sincerely,

Name