

Your Name
Street
San Francisco, CA Zip
?@?.com

Date

Name (of person you are sending this to)?

Title?

Company / Organization?

Street Address?

San Francisco, CA 94???

Dear Mr. / Ms. ?????,

I write to you with tremendous interest in the position of ??????

I greatly admire the work your organization does. In particular, I

I believe my experience in..... and years of give me the to provide exceptional service to your

Thank you for this opportunity to present my résumé. Feel free to contact me at (???) ???-?????. I look forward to speaking with you then or next week when I place my follow-up phone call.

With best regards,

Your Name