**Jane Smith**

**123.456.7890 Denver, CO janesmith9999@gmail.com**

May 24, 2017

[Hiring Manager]

[Job Title]  
[Company Name]  
[Address]

[City], CO [Zip]

Dear Ms./Mr. [Last Name]:

I am writing to express my interest in the **[Job Title]** Position at [name of company] as advertised on [where you find the ad]. Your company’s mission of [mission] is in perfect alignment with my personal dedication to [what you are dedicate to].

As you can see from the attached resume, I am a perfect candidate for this position because:

* [skill 1]
* [skill 2]
* [skill 3]
* [skill 4]
* [skill 5]

I would welcome the opportunity to be part of [mission, vision, values]. As you can see, my skills and abilities make me a good match for this position.

Thank you for taking the time to review my resume. I am sure that I could make a positive contribution to your company. If there are any questions you may feel free to contact me via phone at 123.456.7890 or e-mail jane@gmail.com.

Sincerely,

Jane Smith