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| YOUR NAME SURNAME  ASSISTANT MANAGER | | |
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| [Address] | [Phone] | [Email] |
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| [Recipient Name]  [Title]  [Company]  [Recipient Street Address]  [Recipient City, ST Zip] | Dear [Recipient Name],  Are you looking for a [job title] with:   * [Number] years of hands-on experience in [area of expertise]? * Knowledge of the latest technology in [industry or field]? * [Excellent written and oral communication skills?] * [A passion to learn and to increase his skills?]   If so, then you need look no further. You will see from my enclosed resume that I meet all of these qualifications and more.  I would very much like to discuss opportunities with [Company Name]. To schedule an interview, please call me at [phone]. The best time to reach me is between [earliest time] and [latest time], but you can leave a voice message at any time, and I will return your call.  Thank you for taking the time to review my resume. I look forward to talking with you.  Sincerely,  [Your Name]  Enclosure | |
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