

YOUR NAME HERE
Nashville, Tennessee 37203
615-123-4567
myemail@gmail.com

June 5, 2014

Contact Person's name
XYZ Inc.
1234 Street Ave.
City, State 12345

RE: (Position You're Applying For)

Dear Mr./Ms. Person,

I am the experienced professional (Profession) you are seeking for the (Job Title) position with your [company/business/agency]. With over 12-years experience in (Profession), I am familiar with (job specific requirements). I am also proficient in (more job specific requirements).

In addition to the knowledge, skills and abilities I highlight in my resume, I possess (Degree(s), Certification(s), Licensure, etc.). I am a dynamic team player with effective verbal and written communication skills, as well as strong computer skills. I also possess (another job specific requirement).

As a Veteran and professional (Profession), I believe the (specific services) XYZ Inc. provides for (who is the consumer) is one I associate with. I am committed to maximizing my skills and potential, and wish to obtain a position that will allow me to grow as a (Profession). I am excited at the prospect of being part of a team that is dedicated to (company's mission) for (who is the consumer).

My salary requirement is negotiable based upon the job responsibilities and the total compensation package.

If you agree upon reviewing my application packet that I am the professional you are seeking, please contact me at the number listed above anytime. I will be available for employment [immediately/specific date].

Thanking you most sincerely for your time and consideration.

Respectfully,

Your Name Here