

Good Morning/Afternoon/Evening Mr. Copeland,

My name is FNAME LNAME and I am writing to confirm my interest in the POSITION TITLE position, or a similar position, with COMPANY. I became aware of this opportunity through SOURCE.

COMPANY's clientele and projects interest me because of my interest in SPECIFIC INTERESTS AND RESONS HERE. I feel this POSITION TITLE will allow me to utilize and improve upon the skills I have attained through my collegiate and professional career. My proficiency and skill sets, as detailed on my resume, in the INDUSTRY TYPE industry will allow me to increase productivity and possibly introduce new, industrious ideas at COMPANY. Furthermore, I believe this position will allow me to grow professionally and help me achieve my career goals of CAREER ASPIRATIONS through the example and exposure of COMPANY's procedures and actions.

I have attached *(use "enclosed" if sending a hard copy letter)* my resume for your perusal and am flexible to meet with you to further discuss the potential of my joining COMPANY. I will be contacting you in the near future to confirm my resume has been received and to discuss the possibility of meeting face-to-face.

Thank you for your time and consideration on my behalf.

Sincerely,

INSERT ELECTRONIC SIGNATURE HERE *(if desired)*

YOUR NAME  
ADDRESS  
CITY, STATE, ZIP  
PHONE  
EMAIL