
Date

February 22, 2010

Sender's Address

John Doe
16700 SW 90th Street
Miami, FL 33897
jdoe@yahoo.com

Address of person receiving

Mr. Henry Smith
Ryder Corporation
17700 NW 79th Street
Miami, FL 33010

Salutation

Dear Mr. Smith,

I am writing to you in regards to the job posting listed on your website for a Systems Engineer. You will find that I possess the education, skills and attributes to be an asset to your company.

Body of letter

Here in **one or two** paragraphs you will explain how you will benefit the company. Write or expand on something that is not on your resume. You will write about a previous job or project you have had and how great you performed in it. It is your opportunity to link your talent, experience, skills, education, etc, with their job posting. The more specific you can be the better. Make sure to read their job posting carefully so you can tie your experience to the job posting. You can also tie how you would fit in to their vision/mission. Do not write about hobbies or personal things unless specified to do so.

Closing

I look forward to meeting with you and providing you with more detailed information on my ability to perform the responsibilities and duties detailed in your posting. I thank you in advance for any consideration you can offer me.

Signature,

Sincerely,

John Doe

John Doe
