April 13, 2020

Salutation Contact Full Name

Title

Company

Mailing Address

City, State Zip

Dear Salutation Contact Last Name (or Hiring Manager if no name is provided):

Give a brief one-sentence description of yourself and what type of position for which you are searching. State that you have enclosed your resume.

Provide some narrative about 2-3 recent accomplishments that will be helpful to the recruiter to market you to any client that they may have.

* Relevant background and experience or accomplishment.
* Relevant background and experience or accomplishment.
* Relevant background and experience or accomplishment.

Provide some information about your salary range and geographic preferences in a broad-brush style.

State that you will call to answer any questions and to gain their insights into your marketability.

Sincerely,

Your Full Name

Enclosure