

My Address, City, State, Zip
My phone number

Month, Day, Year *(when I am writing this letter)*

Company Name *(the company I am applying for a job with, or recruiter)*
Company Contact Name *(this could be an HR person, or hiring manager, etc.)*, Title *(if known)*
Company Address
City, State, Zip

Dear *(Company Contact Name—or—To whom it may concern)*

(Include the job title in the first paragraph and why you are the perfect fit for this job)

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(Add more information about your qualifications here.)

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(You can put a closing statement here such as ...)

References and Portfolio can be made upon request.
—or— My references can be made available upon request and my online portfolio is at:
<http://www.yourportfolio-url.com>

(Use a closing phrase here).

Sincerely,

(Your signature here)

Your Name here.