

# JANE DOE

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Silver Spring, MD 21044 - 123-456-7890 - jdoe@email.com

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RE: [Target Job Title]

Dear Hiring Manager,

I saw your job posting on [Job Board or Referral Source] and am interested in learning more about [Target Company]. I think that my skills make me a good fit for this opportunity, and I hope to be considered for the job.

I am a quick learner with abilities in cash handling, inventory and filing. I understand the value of time management and clear communication to get projects done right. My adaptability to work in many different environments will be an asset to your team.

I would greatly appreciate your review of my enclosed resume and outlined credentials. I believe that I can be a valuable addition to [Target Company] and your business goals. At your convenience, I am available for an interview or further discussion. I look forward to your response.

Sincerely,

*Jane Doe*