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| Tech T. Central  110 E. Houston St. 7th Floor  San Antonio, TX 78205  (210) 555-5555  resumes@techtalentcentral.com  www.linkedin.com/company/techtalentcentral |

**Today’s Date**

Hiring Manager’s FIRST NAME

Hiring Manager’s Title

Company Name

Company Street Address

Company City, ST ZIP Code

Dear Hiring Manager’s FIRST NAME:

**Name of Person Referring** suggested that I contact you regarding the open **job title** position with **Company Name**. My educational background in **field of study**, along with my professional experience, makes me an excellent candidate for this position.

As you will see from the enclosed resume, I have more than **number** years of experience in the field of **area of professional expertise**. My resume shows that I have been consistently rewarded for hard work with promotions and increased responsibilities. These rewards are a direct result of my expertise in **area of professional expertise**, my commitment to personal and professional excellence, and my excellent written and oral communication skills.

If you have questions, or if you want to schedule an interview, please contact me at **phone number**. I look forward to meeting you to further discuss employment opportunities with **Company Name**.

Sincerely,

**Tech T. Central**

Enclosure