Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Name  
Job Title  
Company  
Street  
City, State Zip

Dear Mr. /Ms. Last Name,

While reading through one of my professional trade publications last week I came across an article outlining why your company has been recognized as one of the best places to work in the country for tech professionals. Your entire focus has been on making sure that your company is not only a leader in the industry, but also a leader in innovation and pioneering new and emerging technology. For this reason, I am sending you my resume in the hopes that I might be able to join your team.

I have worked exclusively within the technology field for the past five years, and in that time, have worked in a wide variety of positions that I feel might benefit your company. I am experienced in accounting including finance and budgeting. I was also responsible for inventory control and vendor relations. I have been instrumental in my past positions with bringing new and emerging technology into our business processes and I am actively looking for opportunities with companies that would allow me to continue that practice. I believe strongly in always being on the forefront of technological development and I was excited to read in the article that your company feels the same way.

As a team leader, I am proud of the fact that not only have we never missed a deadline, but that we have come in under budget while delivering superior results every time. I firmly believe in the integrity and professionalism of my work and strive to ensure that every aspect of what I do also upholds the company core values.

I will call you on April 16th to answer any questions about this letter or my resume in the hope of scheduling an interview. If you prefer, please contact me by phone (555) 555-5555 or e-mail, Iamawesome@hireme.com.

Thank you for your time in considering my qualifications.

Sincerely,

Signature