

Name

Address (optional)
Phone (253) 555-5555
email.com

Current date

Dear Hiring Manager (or contact name if you have it):

This letter and enclosed resume are in application to the **NAME OF JOB** position. I learned about the opening through _____. Your need for an experienced x-ray tech is an excellent match with my 10+ years as a skilled professional in that industry. My qualifications match your company's needs and I would be the ideal candidate for the job.

Your Requirements	My Qualifications
10 years experience as x-ray tech	Over 10 years progressively responsible experience as an x-ray tech

Thank you very much for your time and consideration of my applications materials. Please contact me with any preliminary questions you may have. I look forward to discussing this position in further detail.

Sincerely,

YOUR NAME