

Your Name
Street Address
City, State Zip Code
Phone Number

Date

Individual's Name
Job Title
Name of Organization
Street Address
City, State Zip Code

Dear Mr. Smith,

I am contacting you today to make you aware that I have applied t your Project Management position, job number 1059. Not only am I very interested in the position, but believe I am a perfect skills match. Below I have provided you a list of my skill and experience for each of your stated job requirements.

Your Requirements

My Skills & Experience

4-6 Years Project Management Experience

6 years of Project Management Experience

Proficient with Microsoft Project

Used Microsoft Project for the last 5 years. Taught an advanced Microsoft Project class to other soldiers.

Knowledge of Government Procurement Procedures

Worked in Military Procurement Office for 2 years auditing purchasing procedures

I would sincerely appreciate the opportunity to speak with you about this position. My contact number is 310-555-5555. I will call your office next week to follow up with you.

Sincerely,

Joe Soldier