Your Name

Your Address

Date

Name of Hiring Manager  
Title   
Company Name  
Address   
City, State, Zip Code

Dear Mr./Ms. Last Name:

This letter is in reference to the management position listed through the local career center. I have become familiar with the recent growth of your company and I am confident that my areas of strength would be a large benefit to your company.

I am able to lead teams of many sizes to meet pressure packed deadlines. My past experience leading a team of ten involving web development projects has prepared me for the challenges involved in taking the next step in my career with XYZ Company.

With my ability to handle pressure, I am also able to better balance the follow-up pressures of my staff. I myself however know that my role with your company would involve working beyond the traditional work week of forty hours. I am ready and willing to take on that and any ensuing challenges.

I would greatly appreciate your consideration of my credentials. I will call your office next week to confirm that you received this letter, as well as my resume. If you would like to contact me before then, I can be reached at (555) 555-5555.

Respectfully yours,

Handwritten Signature (for a mailed letter)

Typed Signature or Name