

Your Name  
Your Address  
City, State Zip  
Phone Contact  
[Emailaddress@provider.com](mailto:Emailaddress@provider.com)

Date

Name of Addressee, Title  
Company  
Street/Mailing Address  
City, State Zip

Dear Mr./Mrs./Ms.,

Please find attached my current resume detailing my extensive work history with Fortune 500 firms in the New York area. I have been fortunate to have a successful career to date and am looking forward to continuing my career, and am willing to commute to join the right firm.

I excel in several areas of facilities management and logistics, most recently as head of new projects at my firm, reducing time spent on system shipments by over 20% while reducing expenses/overhead by 18% in my logistics group.

I am available to meet or talk with you at any time to discuss how my talents and skill sets will benefit another company where you may have an assignment or know of an open position where I could interview.

Thank you for your consideration and I look forward to speaking with you in a few days when I call, if I do not hear from you in the meantime.

Sincerely,