

Your Name
Your Address
City, State Zip
Phone Contact
Emailaddress@provider.com

Date

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

Dear Mr./Mrs./Mrs.,

Recently I have begun exploring new career possibilities for myself and one industry I have always been interested in joining is real estate investments. Your company is the acknowledged leader in that market here in Montgomery and I have been impressed with the way your employees are so actively involved in the community.

With my successful career in sales and management, I feel I could make a significant contribution to your company given the opportunity. My attached resume details many of the accomplishments I have enjoyed over the past decade in the automotive after-market, and I am available to meet or talk with you at any time to discuss how my talents could best be utilized within your industry.

Thank you for your consideration and I look forward to speaking with you in a few days to arrange a convenient time for us to meet.

Sincerely,