John Student

1111 Swedetown Road

Theodore, AL 36582

251-555-5555

Student@gmail.com

January 4, 2019

Mr. Human Resources

Director of Human Resources

Company name

1111 Main Street

Mobile, AL 36601

Dear **Mr. Human Resources**:

I am writing in response to your advertisement in **location of advertisement** for a **job title**.

I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at **251-555-5555** or by email at **Student@gmail.com**. I have enclosed my resume for your review, and I look forward to hearing from you.

Sincerely,

John Student

Enclosure: 1