**Your Name**

Street

San Francisco, CA Zip

?????@????.com

(???) ???-????

Date

Name?

Title?

Company / Organization?

Street Address?

San Francisco, CA 94???

Dear Mr. / Ms. ?????,

I write to you with tremendous interest in the position of ??????

I have .... experience....

I greatly admire the work your organization does. In particular, I .....

Thank you for this opportunity to present my résumé and feel free to contact me at (???) ???-????. I look forward to speaking with you then or next week when I place my follow-up phone call.

With best regards,

Your Name