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| Cover letter in response to ad  **Cover Letter in response to ad** | Learn More From Our Free Excel and Office Resources:   * Webinars: [Formulas, Pivot Tables and Macros & VBA](https://www.myexcelonline.com/109-47.html) * Blog Tutorials: [Formulas, Pivot Tables, Charts, Macros, VBA, Power Query, Power Pivot, Analysis](https://www.myexcelonline.com/109-3.html) * Excel Podcast: [Interviewing the Excel Experts](https://www.myexcelonline.com/109-10.html)   MyExcelOnline |

Your Name

Street Address

City, ST ZIP Code

Telephone

Email

Date

Recipient Name

Title

Company name

Street address

City, ST ZIP Code

Dear **Recipient Name**:

I am writing in response to your advertisement in **location of advertisement** for a **job title**. After reading your job description, I am confident that my skills and my passion for technology are a perfect match for this position. I would bring to your company a broad range of skills, including:

* List skill 1
* List skill 2
* List skill 3
* List skill 4
* List skill 5

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 **telephone** or by email at **email**. I have enclosed my resume for your review, and I look forward to hearing from you.

Sincerely,

Your Name

Enclosure