Rita Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · Cell 555-123-4567 · rita.applicant@email.com

September 1, 2021

James Lee

Chief Web Officer

Acme WebTech  
123 Business Road  
Business City, NY 54321

Dear Mr. Lee,

This letter is to express my interest in the job posted on your website for an experienced, detailed-oriented, front-end web developer. As you'll see, I have six years of hands-on experience efficiently coding websites and applications using modern HTML, CSS, and JavaScript.

Building state-of-the-art, easy to use, user-friendly websites and applications is truly a passion of mine and I am confident I would be an excellent addition to your organization. In addition to my knowledge base, I actively seek out new technologies and stay up-to-date on industry trends and advancements. This has allowed me to stay ahead of the curve and deliver exceptional work to all of my employers, including those I've worked for on a project basis.

I’ve attached a copy of my resume detailing my experience, along with links to websites and applications I’ve had the honor of working on.

I can be reached anytime via my cell phone, 555-555-5555 or by email at rita.applicant@gmail.com.

Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Best regards,

*Signature* ​(hard copy letter)

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