I recently heard about a [position title] you had open that I was very interested in. From what I already know about [company name] and this position, I believe this could be the long term home I was hoping to find.

Here are a few highlights from my background that match this position directly, and my resume is attached for you:

* Bullet 1
* Bullet 2
* Bullet 3
* Bullet 4
* Bullet 5

My goal is to find a [stable/dynamic/growing] company within the [industry] industry in the [location] area, and this position seems ideal. I’ll try calling tomorrow morning to follow up if I haven’t heard from you. I’m hopeful to speak with you soon.

Sincerely,

(Name)

(Phone Number)