Name

[Address, City, ST ZIP Code] | [Telephone] | [Email]

[Date]

[Recipient Name]  
[Title]  
[Company]  
[Address}  
[City, ST ZIP Code]

Dear [Recipient]:

Create an introduction that highlights how you learned about the position and why you 1. Are interested in the job (motivational fit) 2. Are qualified for the position (skills fit), and/or 3. Think that the company is a good fit for you at a core level (culture fit).

Relate that you are moving to the area and if possible include the estimated date you’ll be moving, any time you’ll be in the area and available for in-person interviews, and if you are available to speak via teleconferencing or video messaging. The key here is to make it clear that you’ll be a local candidate if you don’t have a local address or phone number. If you are able to, use a local address and/or phone number if you can to eliminate any chance that you might be overlooked or have your application filtered out by an employer’s applicant tracking system.

Feel free to highlight specific parts of your experience, training, or education that you feel sets you apart from your competition.

Finish strong. Relate your contact information and availability and thank the recruiter for their time and consideration.

Sincerely,

Name