

I am interested in the [[Position Desired]] position you advertised in [[Source of Referral]]. Having spent the last two years as a senior sales representative for The Fictitious Company, I would be a great candidate for the job. My résumé and references are enclosed.

If it is convenient, I would like to schedule an interview. I am available [[When are You Available for an Interview]]. Please schedule me at your earliest convenience and notify me by phone. I can be reached at [[Contact numbers]]. My current employer knows that I am pursuing other careers and is cooperating with me in my search.