

Hello, *[first name]*!

*I am an employer and came across your resume on Indeed today. Your previous work history sparked my interest. In particular, I noticed that you *[point out specific skills or experiences that may be relevant to your job opening]*.*

*I was wondering if you have a phone number or email address so that I could contact you about *[describe job opportunity here]* we have in our company.*

*We're *[explain company in 1 sentence]*. We provide our employees *[explain unique benefits, like flexible hours or unlimited vacation time]*.*

*Hope to hear from you soon!*

*[insert your signature & provide contact Information: phone, email, website]*