Email Paragraph to Accompany a Resume (No Cover Letter)

Dear Name [be specific if possible can use “Recruiter” or “Hiring Manager”],

I’m submitting my resume for [insert job title here].

I offer [insert number of years] years of experience in [insert your specialty here] and excellent [insert related skills that will help you perform the job here] skills, which should make me a strong candidate for this opening. The top portion of my attached resume also highlights my career profile and core competencies that are in alignment with your position.

Since my experience and expertise fit your requirements, I look forward to speaking with you regarding how I can contribute to the success of your organization.

Sincerely,