

Dear \_\_\_\_\_ :

I am writing in response to your advertisement in the \_\_\_\_\_ for a \_\_\_\_\_. My resume is enclosed for your consideration. I am confident that you will find me well qualified for the present job.

My background is in \_\_\_\_\_ at the \_\_\_\_\_. Your announcement indicated a preference for applicants with knowledge. As you will see in my resume, I have an extensive background in the following areas.

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I welcome an opportunity to meet with you and discuss in more detail my qualifications for the \_\_\_\_\_ position. I look forward to hearing from you to set up an interview at a mutually convenient time. My contact information is \_\_\_\_\_ or email \_\_\_\_\_. Thank you for considering my credentials.

Sincerely,