

SCHERWAIN MASSAQUOI

1865 Welsh Road O2, Philadelphia, PA 19115 • Cell: 2672690407 • scherwainm@outlook.com

Dear [Ms. or Mr. Last Name],

Over the course of [Number] years, I have built a successful career in [Previous Field]. I believe that the knowledge and skills I have developed during that time would serve me well in transitioning to the role of [Job Title] for [Company Name].

- In the course of my career, I've developed a number of important skills that will help me succeed in this new role. I am a proven leader with a strong record of exceeding goals and expectations, and special expertise in [enter relevant skill]. My experience and educational background have prepared me for this career move and some key proficiencies I can bring to this role are:
- [Enter job-related skill]
- [Enter job-related skill]
- [Enter job-related skill]

My attached resume further highlights the attributes that I would bring to this position. I am confident that I can make an immediate positive contribution and help [Company Name] achieve its organizational goals.

Thank you for your time and consideration. I am looking forward to speaking with you further regarding this position.

Sincerely,

[Your First Name] [Your Last Name]