Alden Murray

103 Goose Hill Rd.

Chester CT 06412

860-526-8393

[alden103@gmail.com](mailto:alden103@gmail.com)

9/13/2016

John Doe

Manager

Placeholder Inc.

0451 Eldritch Way

R’leh Pacific 1890

Dear Mr. Doe,

I would like to thank you for agreeing to take some time to to meet with me, and I cannot even begin to emphasise how excited I am about this opportunity!

I would like to start off by including the reasons for which I find myself to be a prime candidate for this job. I have certifications in all fields of Microsoft office, as well as an MTA certification in Server 2008, with uncertified knowledge of Server 2012 at my disposal. That added to my enthusiasm and rigorous attention to my work make me ideal for this job!

I believe that with my maturity and work ethic, as well as my eagerness to dive into the IT field that I am a great candidate for this position, and the idea of starting off my career with your workplace is very appealing to me.

I thank you for your consideration and look forward to working with you in the future.

Good Day

Alden Murray