Anchu A. Lee

189 West End Ave. Binghamton, NY 13905 alee845@binghamton.edu (607) 297-8847

November, 2017 [Hiring Manager]

[Company Name][Company St Address][Company Address][Hiring Manager Email]

Hello,

My name is Anchu Lee and I am grateful for the opportunity to apply for the [Position Name] at [Company Name].