Xxxxx xx, 2017

xxx

xxxxx

xxxx

123 no street

anywhere

Dear xxx:

Enclosed please find my resume for your review. I am applying for the xxxx position. I am a graduate of Charter College with a degree in Bachelors. I know that I would be a great fit for xxxx and would be able to contribute immediately.

I am very interested in becoming a part of your team. Your facility would gain an individual who is dependable, motivated, and personable. My many experiences ensure that I am an individual who knows how to accomplish tasks and work in a team dynamic. In my prior job, I worked as a Senior Services Technician, which required that I complete tasks on schedule.

I would appreciate the opportunity to discuss my credentials with you at a mutually convenient time. If you have any questions or would like more information about my qualifications, please feel free to call me at 907-707-5654 or email me at sue@sue-a-darby.com. Thank you for your consideration.

Respectfully,

Sue Darby

Enclosure: Resume