Xxxxx xx, 2017

xxx

xxxxx

xxxx

123 no street

anywhere

Dear xxx:

You may be wondering why a Senior Services Technician with MS Office experience is applying for this position. If so, please take a moment to review my qualifications. You'll see that I have the required skills to transition into this new role. I am ready for this career change and guarantee that my work will exceed your expectations. Here is how my experience and skills meet your requirements:

* [Enter job-related skill or accomplishment]
* [Enter job-related skill or accomplishment]
* [Enter job-related skill or accomplishment]
* [Enter job-related skill or accomplishment]

I look forward to the opportunity to discuss my credentials and how my expertise can help your organization. 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