Annie Young

5198 Goldeneye Court

Fayetteville, NC 28303

To Whom It May Concern:

I am writing in response to your current opening. The position requirements and my skills are a perfect match.

As you’ll see on my enclosed resume, I have the educational background, professional experience, and track record for which you are searching. In addition, I am motivated and enthusiastic, and would appreciate the opportunity to contribute to your firm’s success. I am also a hard-worker, reliable, and always willing to learn new skills. Looking for long-term employment that has room for growth.

I can promise that meeting with me, as well as working for your agency will not be a waste of your time and I will make myself available at your convenience to further discuss my credentials.

Sincerely,

Annie Young