

12 April 2007

Employer Name

Employer Address

Dear Hiring Manager,

This letter is to express my interest in discussing the **Position Title** position posted at **Employer Name**. The opportunity presented is very appealing, and I believe that my experience and education will make me a competitive candidate for this position.

The key strengths that I possess for success in this position include, but are not limited to, the following:

- Strong communication skills and effective relationship builder
- Enjoy helping people
- Patient and attentive to detail
- Self-motivated and resilient
- Adaptable and eager to learn new things

You will find me to be well-spoken, energetic, confident, and personable, the type of person on whom your customers will rely.

While at first glance I may not seem to fit your typical candidate profile, I am confident that my skills, eye for good design, as well as my knowledge of technology would indeed be an excellent match for this position.

I can be reached anytime via my mobile, **Mobile Number**. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

Your Name

Enclosed: Resume