



Your Name
Your Address
Your City, Your State Postal Code

Date You Send

To Whom It May Concern:

The business and life experiences I have assembled through successful work experiences will contribute to successfully integrating into a diverse and principled company who seeks an employee to advance both customer satisfaction and spirit among its workers.

This paragraph should briefly state your skills and experiences that relate to the job you seek.

Having developed rich and varied business skills I have successfully used my abilities as (state your responsibilities in he jobs or profession) to the small business community in Anytown for nearly 10 years. As I look forward to the next 10 years I find that working in an exciting business as a team member is something I would like to become an important and reliable employee of a reputable and successful business who share the values of an ethical work environment using honesty and reliability as a guiding force.

Please accept my resume as an indication of interest in the position you seek and I look forward to advancing this process to an interview.

Best regards,

Your name

(your) phone number
youremail@address.com