

Jon Smith

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San Francisco, CA 95876
(415) 555-2198

July 19, 2011

Ms. Lynn O'Donald
Director
Bay Area Minority Professional Job Fair
One SF Center
San Francisco, CA 95876

Dear Ms. O'Donald:

Enclosed is my resume outlining more than _____ years extensive experience in _____ . As you will see, my credentials include progressive responsibility with documented success in the areas of _____ at various organizational levels.

My impressive background will provide your department with a self-motivated, helpful, and flexible associate who knows what is needed to get the job done. I am both persuasive and capable of developing rapport and trust, as well as experienced in influencing the attitudes and ideas of others.

Should you have an appropriate _____ opening, I would welcome the opportunity to meet with you personally to explore the contributions that I could make to your corporation.

Sincerely,

Jon Smith

Enclosure: Resume