

Jon Smith
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South Easton, DE 19720
(555) 123-4567

July 21, 2011

Human Resource Manager
Softel Corporation
56, Sarah Lane
Houston, TX 41107

Dear Human Resource Manager:

In response to your recent advertisement, please accept this letter in application for the <name of> position currently available within your company.

As you can see from my enclosed resume, my degree in<major>, as well as my diverse <types of> skills, make me a strong candidate for this position.

I would appreciate the opportunity to discuss my credentials with you at a mutually convenient time. Thank you for your consideration.

Respectfully yours,

Jon Smith

Enclosure: Resume