

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

July 21, 2011

Mr. Wang Hou  
Softel Corporation  
56, Sarah Lane  
Houston, TX 41107

Dear Mr. Hou:

In response to your advertisement in the <date> issue of the <source name>, I would like to schedule an appointment to discuss the position of <position name>. Enclosed you will find my resume which details my extensive background in the <name> industry.

The position of <position name> requires experience with <qualification1>, <qualification2>, and <qualification3>. In my <duration> years with <company>, I was responsible for <nature of work>. My work reflects a high level of motivation, efficiency, and ability to meet objectives.

Though my resume is quite detailed, it cannot fully profile the manner in which I have been successful. I hope to accomplish this in a meeting with you where we can exchange information, get to know one another, and examine whether there might be an employment opportunity that is mutually beneficial. Can a personal interview be arranged? I thank you for your time and look forward to meeting with you soon.

Respectfully yours,

Jon Smith

Enclosure: Resume