

**Jon Smith**

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South Easton, DE 19720

(555) 123-4567

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July 21, 2011

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

Dear Mr. Hou:

As a/an \_\_\_\_\_, with experience in \_\_\_\_\_, I feel my background may be of interest to you. My qualifications include:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

I have always had an interest in \_\_\_\_\_, and believe that this enthusiasm shows in my work. I respond well to a challenge and enjoy the opportunity to enjoy the rewards of hard work and dedication.

I look forward to hearing from you in the near future to schedule an interview at your convenience. I hope to learn more about your company's plans and goals, and how I can contribute to its success.

Respectfully yours,

Jon Smith

Enclosure: Resume