

**Jon Smith**

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(555) 123-4567

July 21, 2011

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

Dear Mr. Hou:

Recently I have been doing research in the field of \_\_\_\_\_ and have acquired some information about your company. It appears that my professional aspirations and qualifications may be applicable to your needs.

For the past \_\_\_\_\_ years, I have held increasingly responsible positions as \_\_\_\_\_. I began my career as a/an \_\_\_\_\_ and continued my advancement in \_\_\_\_\_ with \_\_\_\_\_ (company).

I have enclosed a copy of my resume to supply additional information. I feel these credentials make me a strong candidate for this position. I look forward to getting together with you for an interview soon.

Respectfully yours,

Jon Smith

Enclosure: Resume