7th July 2009

Mary Gold

Human Resources Manager

XYZ Company

Durham, NC 34921

Dear Ms Gold.

I am writing to apply for the position of Maintenance Engineer for Operations that was advertised in today's ABC Times Newspaper. As you can see from the attached copy of my resume, I already worked as a Maintenance Engineer for a different company in Japan. They are manufacturing the same products that you do but it is only locally sold.

I graduated with a degree on Bachelor in Science – Mechanical Engineering from the Red University in Ohio. Prior to my work in Japan, I was an assistant Maintenance Engineer for two years for one of your competitors. If needed, I can send you supporting documents for my work credentials. I believe I have the knowledge, skills and values of a person who can be an asset for your company. I assure that I am going to work efficiently for your company.

I am available for interview any time that is convenient to you. You can call me at (515) 555- 9999. You can also reach me through email at [jack.black@hotmail.com](mailto:jack.black@hotmail.com). I am looking forward to hear from you soon. Thank you for your time and consideration

Sincerely,

(Signature)

Jack Black

Enclosure Resume.