July 13, 2009

Andrew Philips

Manager

Philips Cleaning Services

688 West Drive, Hillsboro

Hercules, CA 94547

Dear Mr. Philips,

Enclosed herewith is my CV and Resume for your perusal.

I am writing as a response to your Job ads posted online on your website ([http://www.pcleaningservices.com](http://www.pcleaningservices.com/)), for your Assistant Managerial position.

I am a recent graduate of California State University with a degree in Management. I have earned an experience working part-time as a Store Assistant Manager at Kodak’s Center located in Pier 54.  I also enclosed a letter of reference from my former employer to back up my credentials.

I am fervently hoping that I’d be given a chance to prove my worth and be a part of your fast-growing and prestigious company. Please do feel free to contact me at my mobile number (510) 988-1000 at your most convenient time. Thank you and More power to your company.

Sincerely,

**Danny O’Brien**

Danny O’Brien