July 19, 2009

Ms. Angelina Moore

Hiring Manager

Pitt’s Investment Firm

101 Bradley Lane

North Hollywood, CA 91601

Dear Ms. Moore:

Enclosed herewith are my Resume and letter of references.

I am writing to you in response to your posted advertisement in LA weekly under work category Assistant Hiring Manager. Your posted job opening is quite appealing to me.

I am a graduate of University of California Berkeley with a degree in B.S. Management and a certified Professional in Human Resource. If you can see in my attached resume, I have previously worked as an assistant HR Admin for Coolidge Loans Inc., and with that being said, I firmly believe that this puts me on top of your applicant’s list.

I am looking forward to be interviewed personally and be able to discuss further both my educational and work background. Please feel free to contact me through my mobile number (818) 212-2121.

Thank you for your time and kind consideration.

Very truly yours,

**Ashton Lee Pitt**

Ashton Lee Pitt