Date: 17th June, 2009.

Jennifer Richardson,
Director of Finance,
827 North Avon Drive,
Bronx, NY 10945,
(914) 5640894.

Dear Ms. Richardson,

I would like to express my inclination towards entering your company. I could very well relate to your company’s adherence to professionalism since I have worked under its influence all throughout my career. I feel that the company’s standards and vision shall be analogous to my vigor and abilities. I would like to be considered for the aforementioned vacancy or other related working slots.

I see the company’s achievement and over-all growth throughout its years of existence as evidences as its commitment to magnanimity and progress. The vitality of your company has lead me to think that it is indeed has the most conducive environment for me to propel my business career.

My competencies are shown in my resume. My experience and background in accomplishing projects proves and showcases my analytical and leadership skills. I assure your company that I have been well seasoned by my university and my years as an intern.

Please consider the attached resume and references for the position that I am vying for. I would welcome the opportunity to sit with you personally for an interview about my qualifications. Please feel free to contact me for the appointment of this possibility. I look forward to being productive and proactive as a member of your firm. Thank you for your consideration.

Sincerely yours,

Bernard McDuffie