Dear Mr. Cruise

I am a graduate of a bachelor’s degree from a reputable university. I have worked with some of the largest corporations during the years since I graduated and I feel that I am qualified and ready to handle the tasks which your good company may require of me.

I have enclosed my credentials for your perusal with this application letter. You may find some of the persons I worked with to be your acquaintance. If so, feel free to ask them about me so you will have a good assessment of my abilities. But should you choose to do an interview with me, I am willing to submit to it anytime that you see fit.

I am looking forward to working with your company. Should you find my credentials to be doubtful to you, I can provide character references upon request.

Thank you very much.

Sincerely,

Austin Taylor