**Sample letter of intent for job**

Arnold Russell

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USA   85004

To,

Yvette Martin

Recruitment Strategist

Mayo Clinic

Phoenix, AZ

Reference: This letter is being written as a response to the employment notification on the website http://phoenix.jobing.com/company\_profile.asp?i=25944 regarding the job opportunity for Medical Technologist on the 6th of May, 2010

Dear Sir,

I am a bachelor degree holder in the field of medical technology. I have also done a diploma course in genetics. After completing my education, I worked for six months in a private firm from where I have been able to obtain good exposure on various aspects of life sciences. I am well-versed in basic computer applications that are important in my career as a medical technologist.

By combining my knowledge and experienced gained I am sure that I would be able to work for your organization. My Curriculum Vitae has been attached with this. If required, references will be provided.

Thanking You,

Yours Faithfully,

Arnold Russell