Date: 17th June, 2009.

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

Dear Ms. Richardson,

I am writing your office to apply for the job vacancy you advertised in Jobs.Com. Due to the fact that I would have to transfer to the city where your company is, I see the job as the platform where I could reestablish my career.

I would like your company to know that I have always valued professionalism and good work ethics. Further, my resume would accentuate that I have the background and the experience that would prove to be useful for your company. The company, as I have known through research, would provide me with the best environment for growth and progression as a professional. My experience with dealing and managing people satisfies the major requirement of your company.

I hope that you will review my resume so that my claims would be reinforced. Thank you for taking time to read my letter and my resume. I know that you are considering other applications as well. In the meantime, fell free to contact me through the details provided in this letter and in my resume.

Again, thank you!

Sincerely yours,

Bernard McDuffie