Dear Mr. Jackson,

You have posted an ad for a vacancy in your company. I have read it and I feel that I am qualified to the qualifications that you have posted.

I am a college graduate and have held many job positions before. My experience in office work and management is quite extensive and I am ready to handle any tasks which a position in your company may require. I am computer literate and know how to talk and deal with people. I have enclosed my credentials with this letter including my curriculum vitae. Should you want to have more details on my qualification, you can refer to it.

I am willing to submit to an interview at your convenience. I have included my contact numbers with my credentials. Please feel free to contact me anytime.

Thank you very much and I hope you will consider my application.

Yours sincerely,

Kaye Brosnan