Dear Mr. Gordon,

Please find enclosed the credentials which you have required an applicant to submit to your company. It includes my curriculum vitae, my diploma and my service records.

I am a graduate of a college degree and have been working with various companies for the past ten years. When I read about the job vacancy that you have posted, I could not help but notice the similarities of its duties and obligations with the ones I held before. It is with this compatibility which had encouraged me to make an application.

I am willing to undergo any procedures which your company may require in its new employees. There is always an opening on my schedule for an interview which I am willing to take anytime at your convenience. I hope you will consider my application.

Thank you very much and God bless you all.

Sincerely yours,

Toney Blair