Mr. Gavin Smith

Aldgate

London, E2 0SD

April 10, 2010

Mr. George Jones

Human Resources Office

People Publishing Inc.

East Ham

London, E7 6BN

Dear Mr. Jones,

Warm greetings!

Perhaps your company is looking for a new employee to add to your research department.  I am a highly experienced researcher, knowledegable in the different types of research, and up-to-date with advances in research technology.

I am a graduate of the University of London.  Right after graduation last 2007, I worked for five years as a research assistant in the same university.  At present, I am teaching at the university while also being involved in various research projects.

Research is my field of specialization and I have received positive responses to my work.  Your company is known to excel in research and I hope to use my skills and capabilities for continued excellence.

Attached is my resume for your perusal.  I will call you to further discuss my qualifications or you may call me at 020 8553 6018 if you prefer.

Thank you.

Respectfully,

Mr. Gavin Smith