

Your Address
Your Address

Date

John Smith
President
XYZ Medical Products
222 Broadway
San Diego, CA 00000

Dear Mr. Smith:

Enclosed please find a current resume in support of my application for the position of Regional Manager as recently advertised in The Wall Street Journal.

Currently I am an M.B.A. candidate and hold the position of Vice President of Operations for a \$1M distributor of medical equipment, where I manage financial, sales, and business development activities. Previously I worked at Medical Corporation where I received a series of rapid promotions from Office Manager to District Customer Service Manager to District Operations Manager, and ultimately to Management Consultant. In that final capacity I travelled nationwide to identify and remedy company-wide operational weak spots.

I am currently exploring career options which will utilize my keen business sense and knowledge of the medical equipment industry. Your advertisement particularly interests me because of its emphasis on troubleshooting operational problems, a particular strength and interest of mine.

I would welcome the opportunity to further discuss my qualifications and how I might contribute to the continued growth of XYZ Medical Products. I will contact you next week to determine the possibility of setting up a personal meeting at your earliest convenience.

Sincerely yours,

Name

Encl.: resume