

<address>
<city,state,zip>

<today>

<company.organization>
<company.address1.>
<company.city>,<company.state> <company.zip>

<salutation>

In response to your ad in the <date> issue of the <newspaper>, I am taking the liberty of forwarding a personal resume touching upon certain aspects of my technical background which should prove to be of special interest to you at this time.

I am presently employed as <job title > with <company name and address>. For reference you may contact <name> whom I have notified of my intention to leave under the most amicable conditions.

I will be glad to make myself available for an interview at any time at your convenience.

Sincerely,

<name>

Telephone: