

3/5/25

«addressee»  
«title»  
«company»  
«address»  
«city», «state» «zip»

Dear Sirs,

I have chosen to submit my credentials to you in response to your recent advertisement in the *Chicago Tribune*. I would like to be considered for the position of «position» with «company».

I am sure you will find my resume impressive, in addition to it I possess several other notable traits which would allow me to succeed as a «position»:

- **the ability to explain and clarify complex, technical procedures**
- **superb interpersonal communications**
- **an unsurpassed drive to excel and meet new challenges**
- **the ability to travel and relocate**

I would appreciate your direction and follow up with regard to my potential employment with «position». Thank you for your consideration.

Sincerely,

Bradley J. Young