

[Your Name]  
[Street Address]  
[City, ST ZIP Code]  
January 14, 2014

[Recipient Name]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [Recipient Name]:

I am writing in response to your advertisement in the Elm Street News for a network administrator. Your advertisement addresses my qualifications perfectly. I can offer you the precise skills for which you're searching.

<u>You seek someone with the ability to:</u>	<u>Do I possess this ability?</u>
Train and support local and remote area network users.	Yes
Plan and support LAN based on Microsoft Windows NT®.	Yes
Manage security, capacity planning, and database support for Microsoft SQL Server™ database and maintain LAN/nationwide office links.	Yes
Deal effectively with Windows and provide SQL Server database support.	Yes

I hope you'll agree that your needs and my capabilities are a perfect match, because it would be a thrill to join a firm with the technological talent yours employs.

Please contact me at (425) 555-0156 evenings or weekends, or by mail at the address above. I'd be pleased to set up a meeting whenever it's convenient for you.

Sincerely,

[Your Name]

Enclosure

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