January 14, 2014

Dear :

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.

|  |  |
| --- | --- |
| You seek someone with the ability to:  | Do I possess this ability? |
| 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,

Enclosure

Copyright © 1996 by the McGraw-Hill Companies, Inc.