

Resumagic.com: Networking Cover Letter Sample

John Smith

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October 15, 2001

Mr. Jack Wilson, Manager
Information Technology Services
Acme Company
123 Elm Street
Anytown, ST 12345

Dear Mr. Wilson:

Your friend, John Doe from XYZ Company, told me you are looking for a person to fill the position of Information Systems Manager. He suggested that the job description matched my qualifications very closely, and that I should look into it further.

I am very interested in working with a dynamic corporation such as XYZ. I believe I could make a significant contribution by utilizing my skills, experience and education in the area of information systems technology. My background and accomplishments in managing information systems at Acme Corporation shows that I could produce results quickly.

Enclosed is my résumé. If you have already filled the position, please consider me for related positions. I would appreciate the opportunity to tell you about some of the dramatic results I have achieved for top-notch companies over the course of my career.

I would welcome an opportunity for an interview. I will telephone you early next week to inquire about the possibility of an interview. Thank you for your time and consideration.

Sincerely,

John Smith

John Smith

enclosure