

John Doe
200 West First St.
Auburn, ME 04211

Phone: 207.555.0145

Email: jdoe@email.com

September 10, 2012

Sally Jenkins
ABC Company
123 Main St.
Auburn, ME 04211

Dear Ms. Jenkins,

I am writing to inquire about possible openings at ABC Company for a research assistant. I am interested in a senior level position offering the opportunity for travel and advanced research assignments.

As a professional administrative assistant with excellent research skills, I am eager to contribute my abilities and experience to ABC Company. Given my extensive training and background, I believe I can help ABC Company meet its goal of providing only the most accurate and timely information to its clients.

Please find enclosed my resume and a list of my references. Feel free to call me at 207.555.0145, to arrange a time to meet. I look forward to hearing from you.

Sincerely,

John Doe

Enclosures