

ABC 1234 St.
Salisbury, MD 20000

Date

Mr. Jack Xxxxxx
Human Resources Director
F-16 Test Force
1444 West Elm Street
Los Angeles, CA 00000

Dear Mr. Xxxxxx:

My name is John Smith and I am writing to you in regards to an open conflict program analyst position under your supervision. I was referred to this position by Jack Jones who works at the F-16 Combined Test Force. It is my understanding that he is a good friend of Jimmy Jxxx which is how he heard about the position and was given your contact information. As I discussed the position with these contacts, I became more and more intrigued.

As for myself, I am a graduate from Salisbury University with a Bachelor of Arts in Conflict Analysis and Dispute Resolution. I do have a minor in Business Management. I have recently served as a project manager for Trilogy Financial Services where I actively formulated and presented motivation and production plans most optimal to the needs of clientele. My experience there has greatly contributed to my own values for effective time management and interpersonal communication in the workforce. As a result of the presented plans and other variable, production has increased by 24% in the past three years and job satisfaction up 32% during the same time frame.

Venturing an entrepreneurial business partnership in my own time, I continue to serve as a project manager orchestrating the combined efforts of four individuals. During the course of this experience I oversee the human resources and production of one merchandising operation. Such a diverse range of occupational duties has offered me the introductory challenge of addressing areas such as program planning, employee motivation/satisfaction, project planning and production, asset allocation, fiscal budgeting, inventory analysis, and conflict resolution, many of the skills that I believe will be pertinent to this position.

It is my career objective to obtain a challenging position that will benefit from my contribution of skills, ambition, ethical decision-making and the willingness to learn in a work environment. I have attached my resume to this email, and look forward to hearing from you. I can be reached at my home phone number, (123) 456-7890. Thank you for your time and consideration.

Sincerely,

John Smith