

Michel J. Foster
1 Main Street
New City, Any State 00000

1 May 20xx

Quincy Quinton
SHI International
123 Oak Avenue
Houston, Texas 77227

Dear Mr. Quinton:

Your posting on Monster.com for an experienced account executive caught my eye. I think you will find my enclosed resume details background and experience that meets your needs quite well.

The posting provided detailed requirements for the position. Let me correlate my background and experience to your requirements:

- At least two years of sales experience: I have worked for the past five years in both inside and outside sales.
- At least two years of college: I graduated with my BA in English in 2005 from New City University.
- Excellent customer service skills: I have developed superior skills in my recent sales work. While in college, I also worked as a customer service representative for two different corporations.

I would welcome the chance to sit down and discuss my qualifications further. Can we schedule a time to speak on the phone or to talk in person?

Thank you for your attention and time, Mr. Quinton.

Sincerely,

Michel J. Foster