**(*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*) 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