

**SAMPLE STUDENT**

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August 4, 20xx

Ms. Jane Smith  
Human Resource Manager  
ABC Electronic Solutions  
1200 West Algonquin Road  
Palatine, IL 60067

Dear Ms. Smith:

Through Helen Harper, Senior Engineer, I became aware of an opening within ABC Electronic Solutions for an **Associate Technology Manager**. I would like to express my interest in this position and I am confident that my qualifications and previous experience in electronics would allow me to make a significant contribution to your company.

The attached resume details my professional experience and skills; however, I would like to highlight a few qualifications that meet your needs:

- Over ten years of experience installing, testing, designing and developing electronics
- Providing training, mentoring and supervision of electronic technicians, ensuring all protocols are being met
- Documenting and following up with management and corporate staff regarding unusual conditions found during testing and in working with customers

I would welcome the opportunity to work for ABC Electronic Solutions, who is united by their passion to serve their customers. I look forward to an opportunity to discuss this position with you. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Kindest Regards,

Sample Student