

Dear Mr. Jackson,

I am responding to your advertisement in “(name of the internet site” dated (date), regarding position. I believe my skills and qualifications perfectly match the requirements of the position. Enclosed is my resume showing my education, experience and background.

During the period I have worked as a ‘.....’ for Company. I have contributed majorly to the profitability of my company by conducting indepth market analysis and by creating new business opportunities.

Until now, I have put effort in enabling the companies I have worked in adopting a more effective organizational structure by my innovative personality and my eagerness to learn and create value. I am confident that I will be able to fulfill your expectations and become a long-term asset for your company.

I will be available for an interview during July. If you feel that my qualifications are as much a match for Sample Internet Group as I feel they are, please call me at your earliest convenience to schedule an interview. I look forward to hearing from you and thank you for your consideration.

Best Regards,