

Eric Stadler
123 Tucker Road
Paterson, WI 12345
123-555-1234

March 27, 2001

Mr. Robert Morris
Morris Construction.
123 Harbor Road
Paterson, WI 12345

Dear Mr. Morris,

John Lovell advised me of a foreman position that's available at your company. From my enclosed resume, you will find that my experience meets the requirements you've outlined for the position.

As the former manager of a small business, I appreciate the importance of a following that comes from the recommendations of satisfied clients. I am considered a diplomatic manager, which enables me to get along well with clients, supervisors, and crew. My ability to maintain high morale among workers increases retention and contributes to safety, a crucial factor in the success of construction work.

On Monday, I'll call you to see when we can meet for an interview.

Sincerely,

Eric Stadler

Eric Stadler

Enclosure: resume

(From www.jobstar.org)