

Taylor Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · taylor.applicant@email.com

September 1, 2018

Danielle Lee
Director, Human Resources
ABC Company
123 Business Rd.
Business City, NY 54321

Dear Ms. Lee,

I read with interest your advertisement for engineering positions at ABC Company. Your company is one of the leaders in the electronics industry, and I am interested in being employed by a company with your background.

Enclosed is a copy of my resume that details my academic qualifications and practical experience gained through the cooperative education program. As you can see from my resume, I have a firm foundation in electrical engineering.

Thank you for taking your time to review my resume. I would welcome the opportunity to discuss how my education, practical skills, and background would qualify me to be a member of the ABC Company.

Please contact me at 555-555-5555 or taylor.applicant@email.com to set up a time for an interview. I look forward to hearing from you.

Sincerely,

Taylor Applicant