

DAVID GRIMMETT

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June 16, 2017

Recipient First Name Last Name

Company Name

Street Address

City, State/Province Zip

(000) 000-0000

Email

RE: Experienced [Job Title] for hire

Dear Hiring Manager,

My attached resume outlines all that I could offer to [Organization's Name]. Here's the overview:

My relevant qualifications include my [Degree] in Communications. Most recently I worked as a Logistics Coordinator for Industrial Communications. In this role, I was responsible for ordering time sensitive materials for coming projects. Here I refined my leadership and organization skills. With these skills and qualifications, I believe I would be a great addition to your organization.

I'd be happy to provide greater detail about my skills and experience during an interview. Please call me at your earliest convenience.

I would greatly appreciate the opportunity to work with and learn from you and your talented team. I look forward to speaking with you soon.

Sincerely,

David Grimmnett