

November 30, 2007

Bradford Williamson
Personnel Director
Electronics Enterprises
1810 S. Olive Street
Los Angeles, CA 90015

Dear Mr. Williamson:

Enclosed please find my resume for any position available. As you will note, my experience includes:

- _____
- _____
- _____
- _____

The combination of my _____ , _____
and _____ skills makes me well qualified for a position within
your company.

I will contact you next week to discuss interviewing with you. If you have any questions,
please contact me at 509-XXX-XXXX.

Thank you for your time and consideration.

Sincerely,

First Name Last Name
Address
Deer Park, WA, 99006
(509) xxx-xxxx