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My New Job Company  
123 Blessing Way  
New York, New York 12345  
Attn: Recruitment

Dear Sir or Madam:

As I consider new opportunities to further my career, experience new challenges, and expand my expertise, I am excited to submit my resume as representation of sincere interest in the position as **House Manager** with **My New Job Company**. I am certain that my commitment to the social service field combined with my superior work ethic make me most appropriate for hire.

Presently, I am looking to obtain a challenging position that will allow me to utilize my organizational, managerial, and communication skills in order to contribute to the overall mission of your organization. My abilities to pay close attention to detail and to multi-task in high pressure environments, coupled with my passion for the successful development of the **homeless population** add creditability to my candidacy for this position.

It would be both a privilege and an honor to contribute to the very important work done by **My New Job Company**. Upon review of my resume, I would greatly appreciate the opportunity to meet with you in order to further discuss my qualifications for the abovementioned position, and I invite you to contact me at any time. Thank you for your time and consideration. I look forward to speaking with you soon and wish your organization the best in its endeavors.

Sincerely,

Bernice James