

DIANE JAMES

777 East 96th Street • Brooklyn, NY 11222 • (718) 444-2222 (H) • (917) 555-7777 (M)
djames@optonline.net

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New Job Company, Inc.
123 Heaven Highway
Anywhere, USA 12345

Dear Hiring Professional:

It is with great pleasure that I submit my resume as formal interest in the position of Investigator with the Criminal Justice Association. I am certain that you are seeking a passionate and dedicated individual to fill this position. As I anticipate graduation from the John Jay College of Criminal Justice in June 2006, with a Bachelor of Science degree in Criminal Justice, I am confident that my education, dedication, and enthusiasm make me most appropriate for hire.

As outlined in the attached resume, I offer many transferable office and clerical skills that can contribute to the overall mission of your organization. My experience with the United States Environmental Protection Agency allowed me to develop exceptional organizational, communication, and professional skills. I am excited about the opportunity to apply those skills to benefit your organization, while simultaneously learning and developing my career.

I can assure you, without reservation, that within a very short time I can prove my value as a contributor to your agency. Upon review of my resume, I would greatly appreciate the opportunity to interview with you for the abovementioned position, as well as any other closely related positions that might become available. I can assure you that my experience, professionalism, and strong work ethic would prove beneficial to your organization. Thank you for your time and attention and I look forward to hearing from you soon.

Sincerely,

Diane James