

March 9, 2001

Human Resource Manager
<http://internetcompany.bomb>
Netplex, USA 10101

Dear Sir or Madam,

I write to you, frankly, out of desperation. Yet please don't misunderstand—the position I yearn for in your company is one that I know will be a challenge to attain, and I have the utmost respect for it. When I heard that there was an opportunity to work with you, my heart leap for joy in my chest.

I am an individual out of time, seemingly forever engaged in a struggle to find a purpose that is fulfilling to my desires yet also puts plenty of bread on my plate. Sir or Madam, I believe my struggle ends there, at your office, from where a new quest may begin; one of progress and enlightened satisfaction. I am certain of my qualifications, for when I read what skills were required, I felt that my previous experience and training were serendipitous in preparing me for your company.

I hope you find that my qualifications well exceed your expectations, and I look forward to forming a memorable, professional relationship, marked with innovation, collaboration, and salutation! I trust you'll find me invaluable as I have great patience and charisma.

Let me say that I have the fondest regards for your company, and that I want to contribute to its success, given that you share this notion as well.

Sincerely,

Yours Truly