

VINCE FRANCO

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Date

Name

Title

Target Company Name

Company Address

Dear [Hiring Manager](#):

It is with great interest that I am forwarding my resume for consideration as a [\(JOB TITLE\)](#) within your organization. Combining my previous experience within business-centered environments with strong interpersonal and communication abilities, I am confident that you will quickly realize my ability to make major contributions to your organization. Therefore, I ask you to consider the following in addition to my enclosed resume:

- Possess a great work ethic and superb team skills.
- Excellent communication and interpersonal skills; takes initiative in managing client relationships and developing effective working relationships with clients.
- Ability to adapt quickly in new and changing business, social, and cultural environments.

My record of employment demonstrates attributes that make me a valuable employee. In all of my employment positions, I have maintained an excellent record of being on time, prepared, and eager to take on new responsibilities.

My resume is enclosed to provide you with details of my skills and accomplishments, but I am certain that a personal interview would more fully reveal my desire and ability to contribute to your organization. Thank you for your time and consideration, and do not hesitate to contact me if you have any questions. I look forward to speaking with you soon.

Sincerely,

Vince Franco

Enclosure: Résumé