

Donna Link
89 Monroe St.
Ogden, UT 83301
(801) 479-6700

January 7, 2004

Mr. James Dornbos
VP Engineering
3345 George Road
Salt Lake City, UT 84111

Dear Mr. Dornbos,

In response to your recent advertisement, please accept this letter in application for the [name of] position currently available within your company.

As you can see from my enclosed resume, my degree in [major], as well as my diverse [types] of skills, make me a strong candidate for this position. I would appreciate the opportunity to discuss my credentials with you at a time this is convenient for both of us. Thank you for your consideration

Respectfully yours,

[Your Signature]

[Your Name Printed]

Enclosure: Resume