Date

To

Recipient Name

Title

Dear John,

It was certainly a dream come true when you had requested for my resume. I have enclosed my resume with this letter. I had previously worked with company’s ABC and TRF totaling my work experience of about 15 years. My 15 years’ experience as a Software engineer has helped me gain command over different computer languages. I can design software for individuals understanding different languages. Last year’s software exhibition has won me an award for my contribution to the industry.

I am looking forward to meeting you soon so that you can have a detailed overview of my qualification.

Regards,

Smith Will.

Title